USER MANUAL
Student Activities

(Document 27e)

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1 Module Overview

1.1 Introduction

1.1.1 Objective

The Student Activities module is used to maintain the various student activities of schools. It also provides functions for a user to process ECA application, so as to allocate the students to different activities. This document provides knowledge and corresponding procedural guide on Student Activities module functions.

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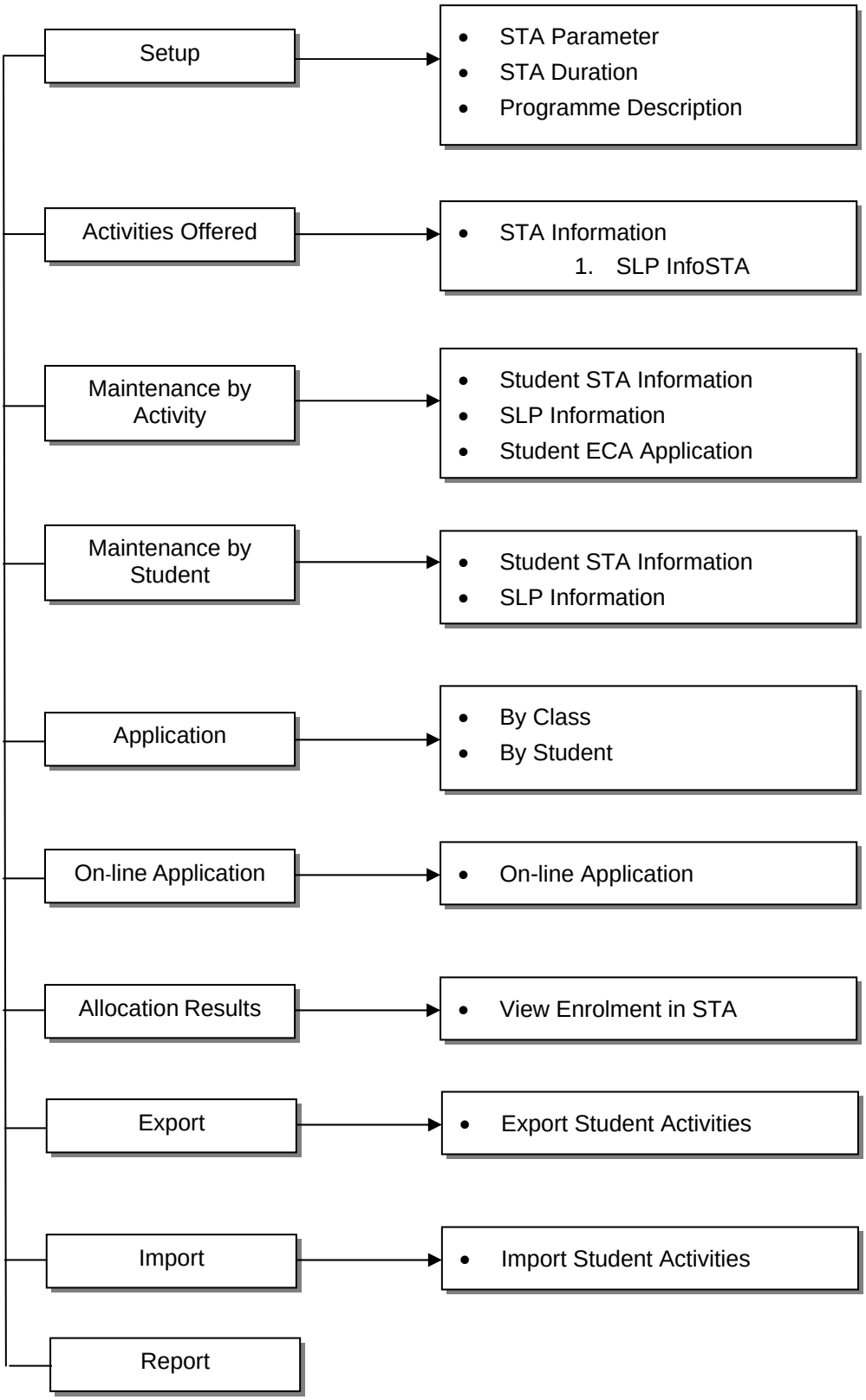
1.2 Function Chart

Student Activities (STA)



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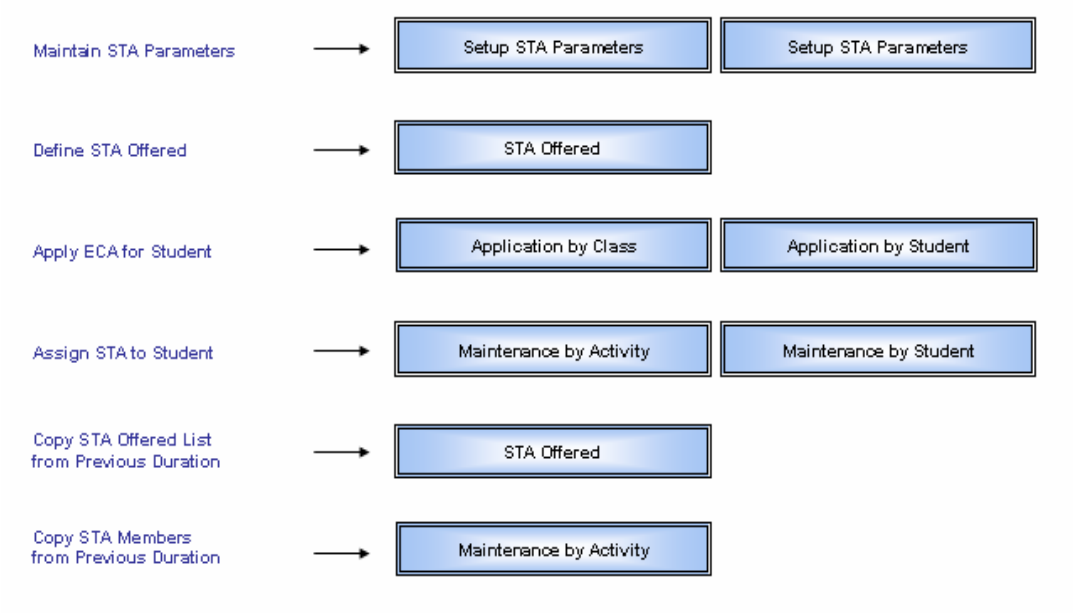
1.3 Flow Diagram



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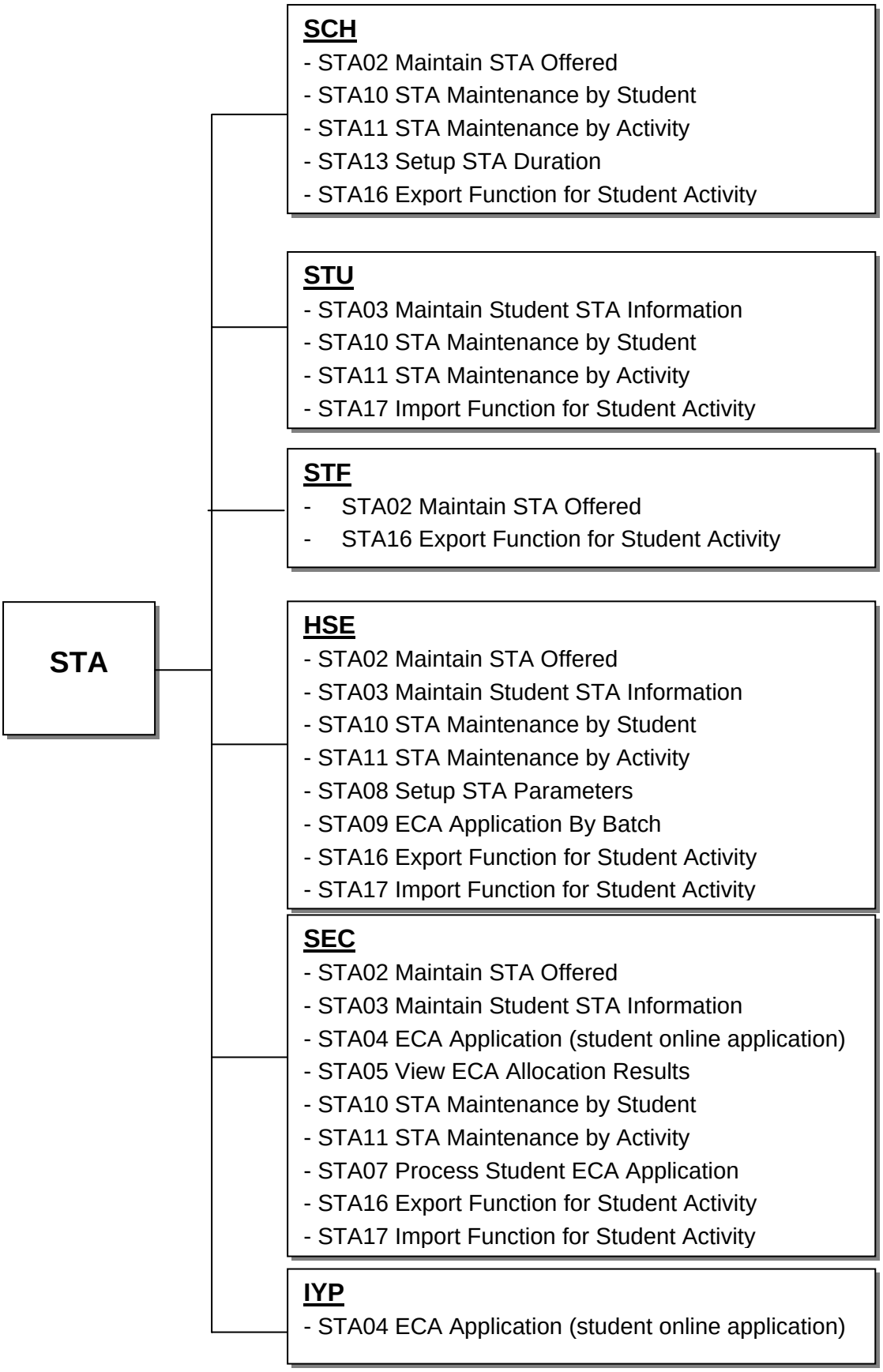
1.4 Interactions with other modules


STA
SCH
- STA02 Maintain STA Offered
- STA10 STA Maintenance by Student
- STA11 STA Maintenance by Activity
- STA13 Setup STA Duration
- STA16 Export Function for Student Activity
STU
- STA03 Maintain Student STA Information
- STA10 STA Maintenance by Student
- STA11 STA Maintenance by Activity
- STA17 Import Function for Student Activity
STF
- STA02 Maintain STA Offered
- STA16 Export Function for Student Activity
HSE
- STA02 Maintain STA Offered
- STA03 Maintain Student STA Information
- STA10 STA Maintenance by Student
- STA11 STA Maintenance by Activity
- STA08 Setup STA Parameters
- STA09 ECA Application By Batch
- STA16 Export Function for Student Activity
- STA17 Import Function for Student Activity
SEC
- STA02 Maintain STA Offered
- STA03 Maintain Student STA Information
- STA04 ECA Application (student online application)
- STA05 View ECA Allocation Results
- STA10 STA Maintenance by Student
- STA11 STA Maintenance by Activity
- STA07 Process Student ECA Application
- STA16 Export Function for Student Activity
- STA17 Import Function for Student Activity
IYP
- STA04 ECA Application (student online application)

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📖 **STA02 – Maintain STA Offered**

- SCH
  - School Info (Class level, school start end dates, term start / end dates, holidays) successfully set up
- STF
  - Virtual staff setup
  - Replacement of virtual staff should reflect changes in TIC list
- HSE
  - STA Performance code set up properly
  - SLP Information code set up properly
- SEC
  - Staff accounts set up properly with staff code attached to each staff

📖 **STA03 – Maintain Student STA Information**

- STU
  - Default School Year Student info
  - Deleting Student should remove STA records for that student as well
- HSE
  - STA Performance code set up properly
  - SLP Information code set up properly
- SEC
  - (Data level security) Staff accounts set up properly with staff code attached to each staff

📖 **STA04 – ECA Application (student online application)**

- SEC
  - Student account creation and granting of access rights
- IYP
  - IYP will clear all application records

📖 **STA05 – View ECA Allocation Results**

- SEC
  - Student account creation and granting or access rights

📖 **STA10 – STA Maintenance by Student**

- SCH
  - School Info (Class level, school start end dates, term start / end dates, holidays) successfully set up
  - Student participated in inter-school events
  - Student participated in uniform/social/voluntary activities
- STU
  - Default School Year Student info
  - Deleting student should remove STA records for that student as well

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- HSE
  - STA Performance code set up properly
  - SLP Information code set up properly
- SEC
  - (Data level security) Staff accounts set up properly with staff code attached to each staff

📖 **STA11 – STA Maintenance by Activity**

- SCH
  - Student participated in inter-school events
  - Student participated in uniform/social/voluntary activities
- STU
  - Default School Year Student info
  - Deleting student should remove STA records for that student as well
- HSE
  - STA Performance code set up properly
  - SLP Information code set up properly
- SEC
  - (Data level security) Staff accounts set up properly with staff code attached to each staff

📖 **STA07 – Process Student ECA Application**

- SEC
  - (Data level security) Staff accounts set up properly with staff code attached to each staff

📖 **STA08 – Setup STA Parameters**

- HSE
  - STA Performance code set up properly

📖 **STA13 – Setup STA Duration**

- SCH
  - School Info (Class level, school start end dates, term start / end dates, holidays) successfully set up

📖 **STA14 – Setup Programme Description**

- HSE
  - STA Programme code set up properly

📖 **STA16 –Export Function for Student Activity**

- SCH
  - School Info (Class level, school start end dates, term start / end dates, holidays) successfully set up
- STF
  - Staff Info successfully set up

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- HSE
  - STA Performance code set up properly
  - SLP Information code set up properly
- SEC
  - Staff accounts set up properly with staff code attached to each staff

📖 **STA17 –Import Function for Student Activity**

- SCH
  - School Info (Class level, school start end dates, term start / end dates, holidays) successfully set up
- STU
  - Default School Year Student info
- HSE
  - STA Performance code set up properly
  - SLP Information code set up properly
- SEC
  - Staff accounts set up properly with staff code attached to each staff

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2 Operation Procedures

2.1 Setup Student Activities

Users can set up STA duration, parameters and programme description for the new term. Before setting other STA parameters, STA duration should be setup first.

2.1.1 Maintain STA Duration

Edit STA Duration

📖 Function Description

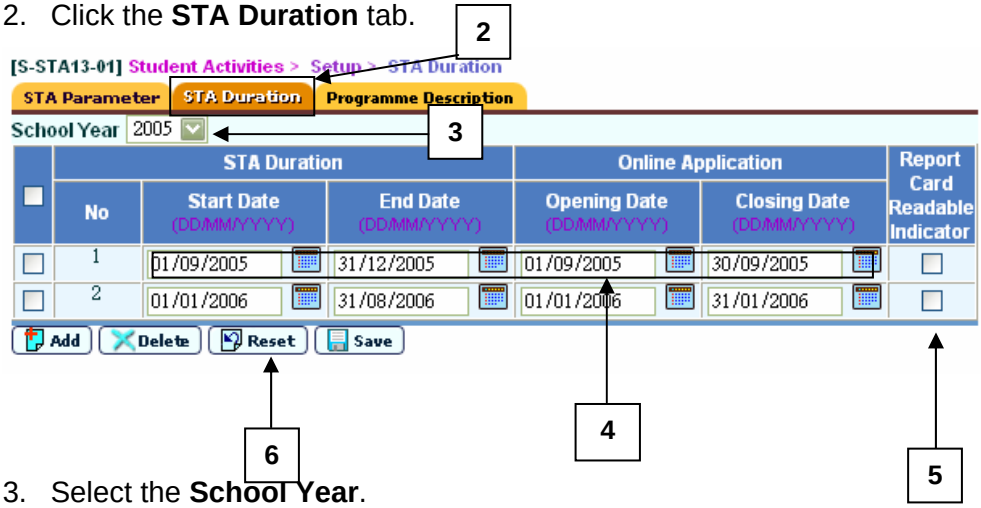
Users can add new duration for the selected school year, or edit the duration start / end dates, online application opening / closing dates of each duration.

📖 Pre-requisites

N/A

🖱 User Procedures

1. Click **[Student Activities]** → **[Setup]** on the left menu.
2. Click the **STA Duration** tab.



3. Select the **School Year**.

4. Fill in the appropriate **Duration Start** date, **Duration End** date, **Online Application Opening Date** and **Online Application Closing Date.**
5. Check the **Report Card Readable Indicator** checkbox to enable the STA information performance of that STA duration to be captured in report card.
6. Click the **[Save]** button.

📖 Post-effects

The STA Duration will be setup.

📖 Notes

1. The duration end date must be after the duration start date. The online application closing date must be after the online application opening date but before the duration end date.
2. Check the Report Card Readable Indicator checkbox to enable the STA information performance of that STA duration to be captured in report card.
3. The number of duration for a single school year is unlimited. However, it is recommended that the duration matches school term / long holidays for easier maintenance.

Add STA Duration

📖 Function Description

Users can add new STA duration.

📖 Pre-requisites

N/A

🖱 User Procedures

1. Click **[Student Activities]** → **[Setup]** on the left menu.
2. Click the **STA Duration** tab.
3. Click the **[Add]** button.

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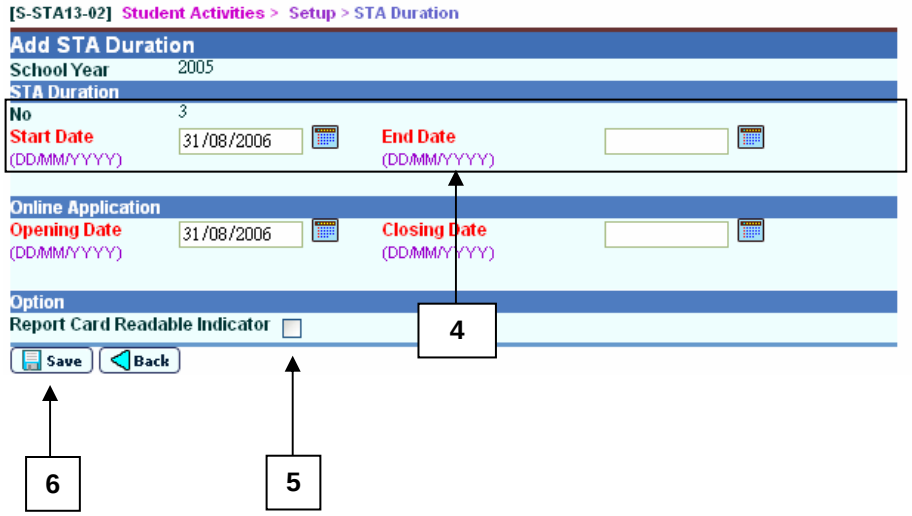

4. Fill in the appropriate **Duration Start Date**, **Duration End Date**, **Online Application Opening Date** and **Online Application Closing Date.**
5. Check the **Report Card Readable** checkbox to enable the STA information performance of that STA duration to be captured in report card.
6. Click the **[Save]** button.

📖 Post-effects

New STA Duration will be added.

📖 Notes

1. The duration end date must be after the duration start date. The online application closing date must be after the online application opening date but before the duration end date.
2. Check the Report Card Readable Indicator checkbox to enable the STA information performance of that STA duration to be captured in report card.

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Delete STA Duration

📖 Function Description

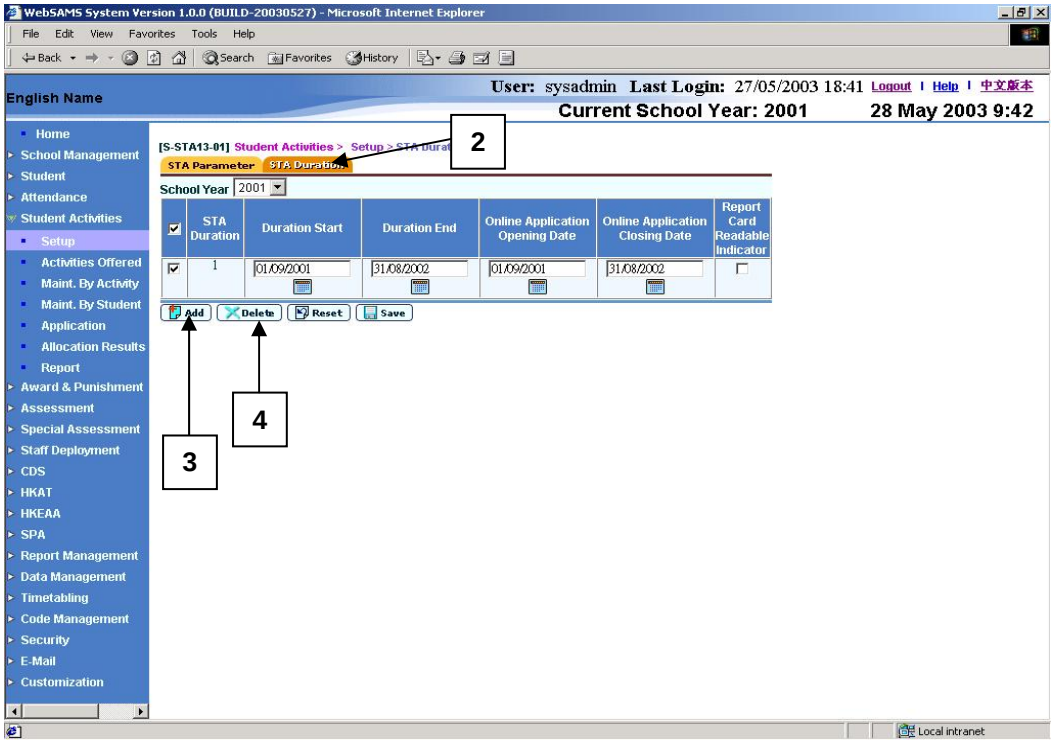
Users can delete STA duration.

📖 Pre-requisites

N/A

🖱 User Procedures

1. Click **[Student Activities]** → **[Setup]** on the left menu.
2. Click the **STA Duration** tab.
3. Check the box(es) aside the duration record(s) to be deleted.



4. Click the **[Delete]** button and confirm the operation.

📖 Post-effects

If the existing STA or application records exist, these records will be deleted when users press **[Confirm]** button.

📖 Notes

The STA duration deletion must be taken in sequence: under the same school year, and start from the latest duration.

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2.1.2 Maintain STA Parameter

Function Description

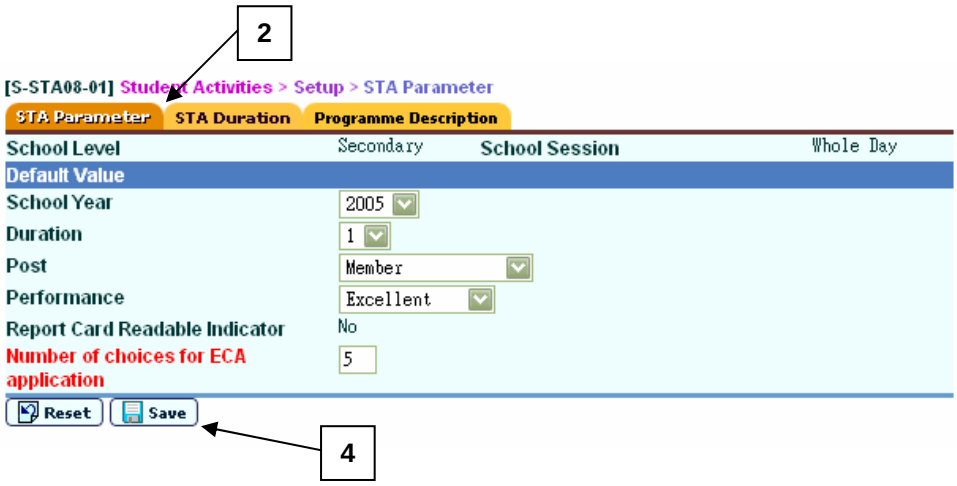
User can maintain STA parameters.

Pre-requisites

At least one STA duration has to be setup. The system will force users to go to STA duration tab to define duration if no duration is found.

User Procedures

1. Click **[Student Activities]** → **[Setup]** on the left menu.
2. Click the **STA Parameter** tab.



3. Fill in or select the STA parameters.
4. Click the **[Save]** button.

Post-effects

The STA parameter will be setup.

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📖 Notes

1. After adding new STA duration, users can setup the STA Parameter.
2. The STA year and duration information can only be defined here. The default year and duration information at other STA maintenance web page will show the same value as defined here.
3. The “number of choices for ECA application” decides how many fields are there for entering ECA choices in the ECA application form.
4. By setting default year to past school years, the previous STA records can be maintained.
5. The default post, default performance and default report card readable indicator can facilitate data entry in other STA settings. After setting the most common values in these fields, the changes made in the corresponding field can be minimized, as the default values defined should be those that are used most of the time.

2.1.3 Maintain Programme Description

📖 Function Description

User can maintain programme description.

📖 Pre-requisites

N/A

🖱 User Procedures

1. Click **[Student Activities]** → **[Setup]** on the left menu.
2. Click the **Programme Description** tab.

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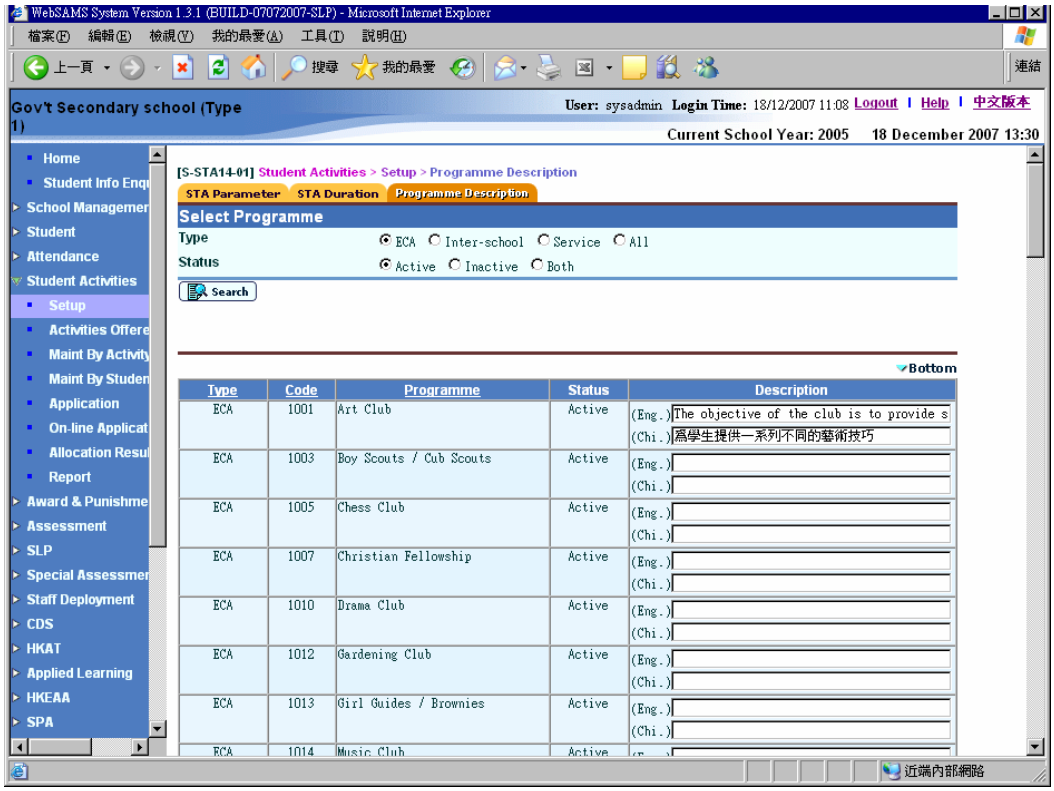
WebSAMS System Version 1.3.1 (BUILD-07072007-SLP) - Microsoft Internet Explorer
Gov't Secondary school (Type 1)
User: sysadmin Login Time: 18/12/2007 11:08 Logout Help 中文版本
Current School Year: 2005 18 December 2007 13:30
[S-STA14-01] Student Activities > Setup > Programme Description
STA Parameter STA Duration Programme Description
Select Programme
Type ECA Inter-school Service All
Status Active Inactive Both
Search
Bottom
Type Code Programme Status Description
ECA 1001 Art Club Active (Eng.) The objective of the club is to provide s
(Chi.) 爲學生提供一系列不同的藝術技巧
ECA 1003 Boy Scouts / Cub Scouts Active
ECA 1005 Chess Club Active
ECA 1007 Christian Fellowship Active
ECA 1010 Drama Club Active
ECA 1012 Gardening Club Active
ECA 1013 Girl Guides / Brownies Active
ECA 1014 Music Club Active

3. Fill in **Programme Description**.
4. Click the **[Save]** button.

📖 Post-effects

The programme description will be setup.

📖 Notes

1. Programme descriptions are supplementary data for corresponding code items. One item should only have a pair of English and Chinese descriptions irrespective of school year or duration.
2. The field length of Description (Eng) / (Chi) are 250 characters.

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2.2 STA Offered

Users can maintain Student Activity offered and SLP Information for Duration.

2.2.1 Maintain STA Information

Add new STA

📖 Function Description

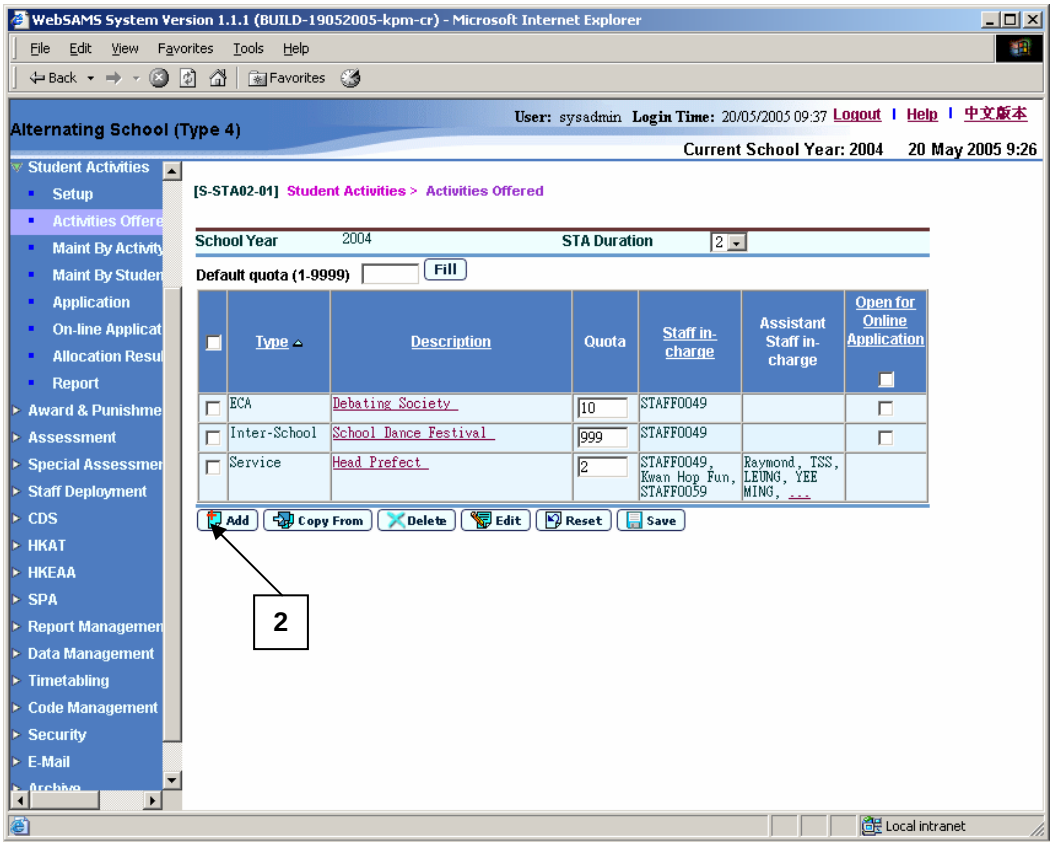
Users can add new STA to the selected duration.

📖 Pre-requisites

N/A

🖱 User Procedures

1. Click **[Student Activities]** → **[Activities Offered]** on the left menu.



2. Click the **[Add]** button to add a new STA to list.

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3. Check the box(es) to select STA from the list
4. Click the **[Add]** button.

📖 Post-effects

The selected STA will be added for the specified STA Duration.

📖 Notes

1. The list displays all STA offered for the default year and the duration which is not yet included in the selected duration.
2. There are three types of STA, which are Extra- Curricular Activity (ECA), Service and Inter-school Activity.
3. At most 3 staff in-charge and 3 assistant staff in-charge will be listed in the column for each STA, the rest will be shown as a tool-tips when mouse over the value "…".
4. Users can setup new quota, Staff in-charge and Assistant Staff in-charge for each STA.
5. Check the "Open for Online Application" field to enable students to apply for that ECA or Inter-school Activity online through WebSAMS.
6. Users can select one or more STA to be removed by clicking the **[Delete]** button at the bottom of the page. If there are students currently enrolled in the selected STA, the STA will not be deleted.
7. Only active items in the ECA code table, the Service code table or the Inter-school code table will be available for selection.
8. Each ECA is categorized into Activity Category.

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Update STA

Function Description

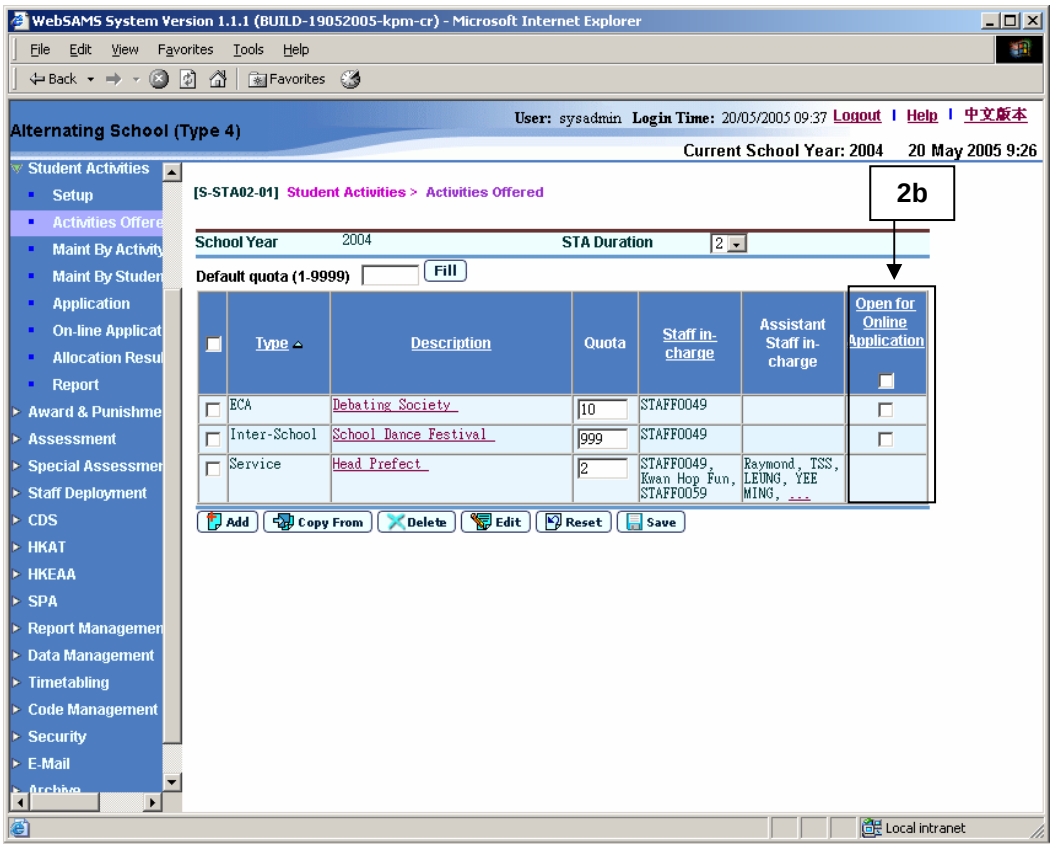
Users can update the STA Offered list for the STA Duration.

Pre-requisites

N/A

User Procedures

1. Click **[Student Activities]** → **[Activities Offered]** on the left menu.



2. Edit **Quota** and **Open for Online Application** in a batch.
   a. Fill in the appropriate **Quota.**
   b. Check the **Open for Online Application** box.
   c. Click the **[Save]** button.
3. Or, click the hyperlink of the activity or **[Edit]** button to edit STA Information one by one.

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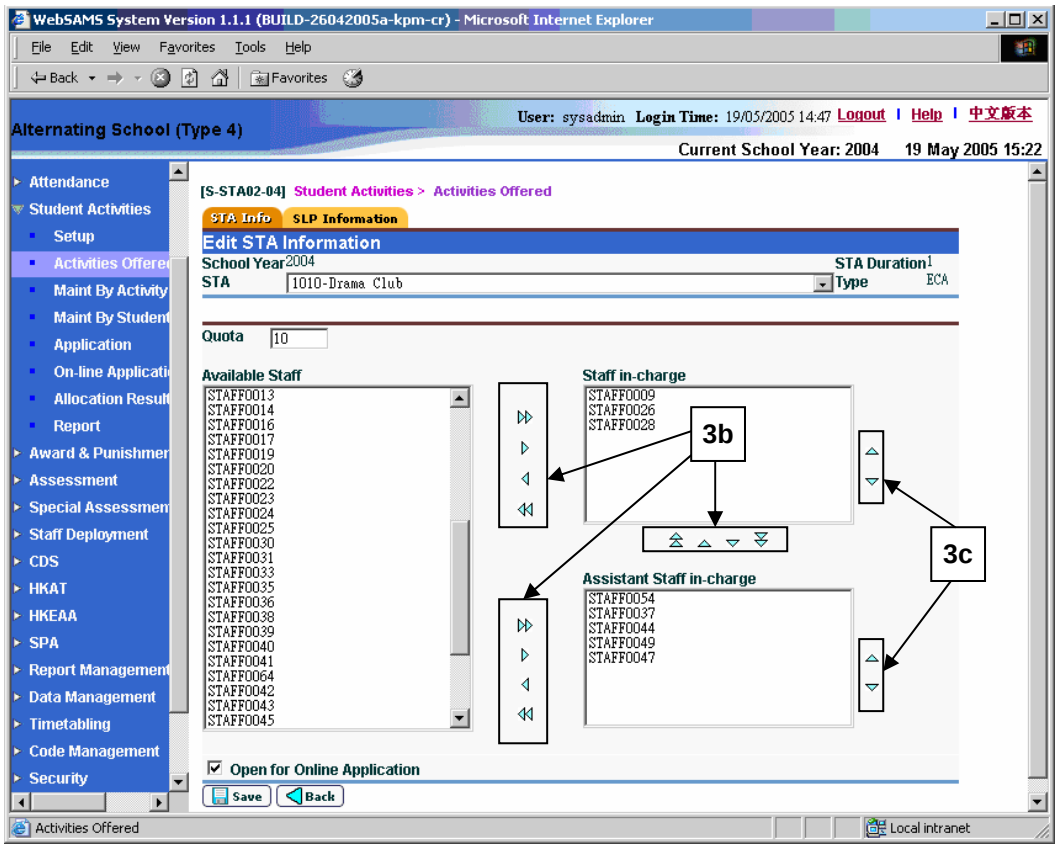

a. Fill in the appropriate **Quota** for the activity.

b. Click the appropriate arrow buttons to setup **Staff in-charge** and **Assistant Staff in-charge**.

c. Click the appropriate arrow buttons to setup the display order of **Staff in-charge** / **Assistant Staff in-charge**.

d. Check the **Open for Online Application** box for the activity.

e. Click the **[Save]** button.

📖 Post-effects

The STA Information will be updated.

📖 Notes

1. In general, only the staff in-charge / assistant staff in-charge is able to maintain STA records for his / her assigned activity.
2. If the staff is a STA Administrator, he/she can edit all STA records.
3. Those staff currently active in the duration could be found in the list of Available Staff.

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Delete STA

📖 Function Description

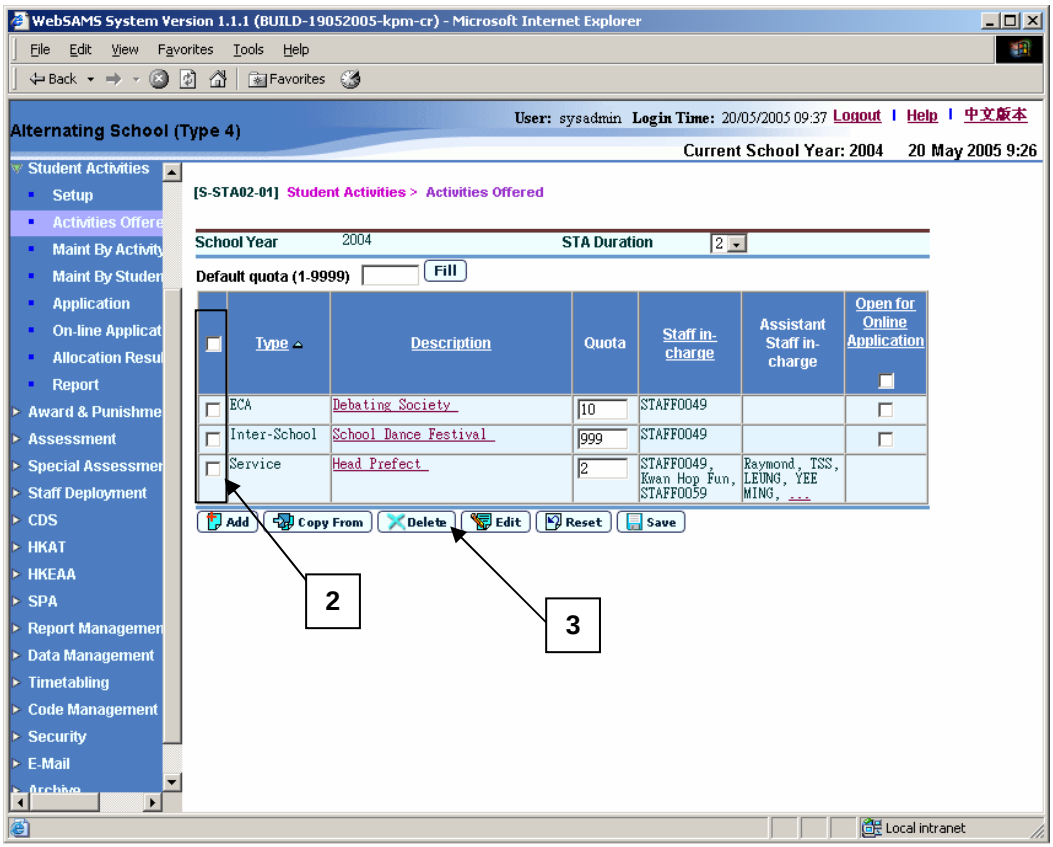
Users can delete the STA Offered for the STA Duration.

📖 Pre-requisites

N/A

🖱 User Procedures

1. Click **[Student Activities]** → **[Activities Offered]** on the left menu.



2. Select the appropriate record(s) to delete.
3. Click the **[Delete]** button.

📖 Post-effects

The selected STA will be deleted from the specified STA Duration.

📖 Notes

1. Activities with applied / enrolled students cannot be deleted.
2. The corresponding SLP Information will also be deleted.

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Copy STA Offered List

Function Description

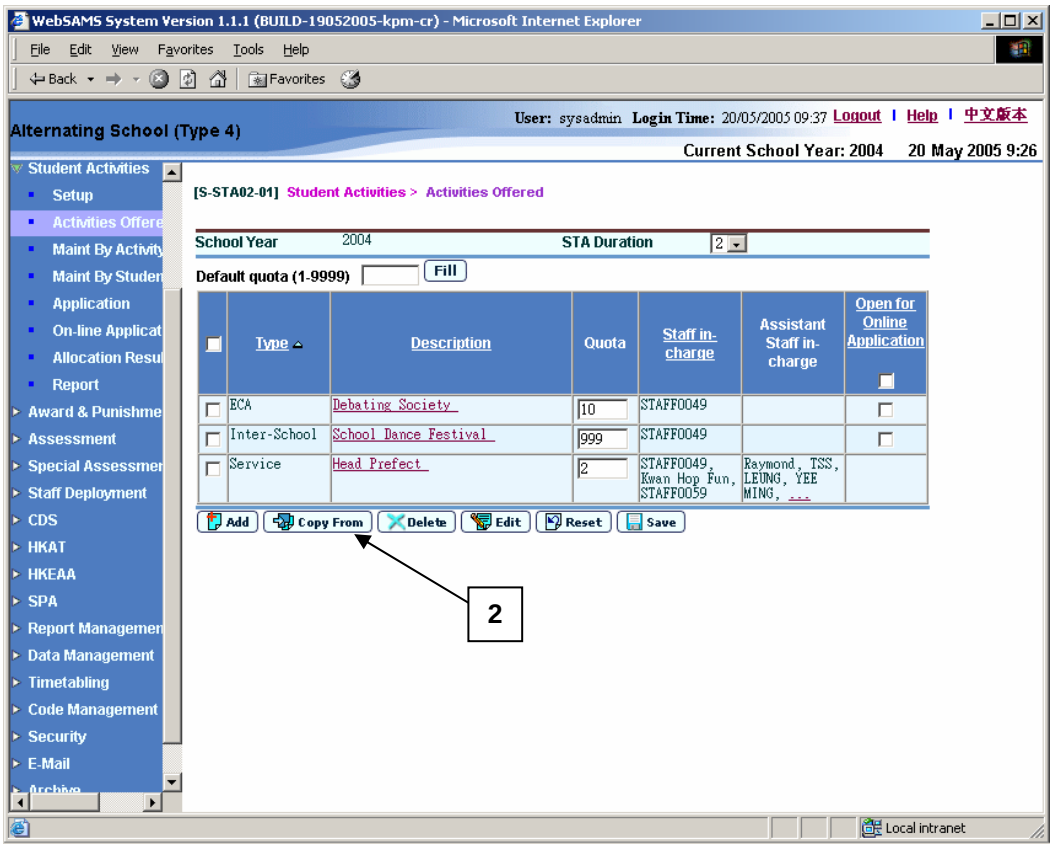
Users can copy STA Offered list from the previous STA duration.

Pre-requisites

N/A

User Procedures

1. Click **[Student Activities]** → **[Activities Offered]** on the left menu.
2. Click the **[Copy from]** button to copy all STA offered in the previous duration to the current list.


WebSAMS System Version 1.1.1 (BUILD-19052005-kpm-cr) - Microsoft Internet Explorer
Alternating School (Type 4)
User: sysadmin Login Time: 20/05/2005 09:37 Logout Help 中文版本
Current School Year: 2004 20 May 2005 9:26
[S-STA02-01] Student Activities > Activities Offered
School Year 2004 STA Duration 2
Default quota (1-9999) Fill
Type Description Quota Staff in-charge Assistant Staff in-charge Open for Online Application
ECA Debating Society 10 STAFF0049
Inter-School School Dance Festival 999 STAFF0049
Service Head Prefect 2 STAFF0049, Kwan Hop Fun, STAFF0059 Raymond, TSS, LEUNG, YEE MING, ...
Add Copy From Delete Edit Reset Save
2

Post-effects

All STA in the previous duration will be copied to the specified STA Duration.

Notes

If the current duration is the first duration of the year, the system will look for the last available duration in the past school years to copy data from.

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2.2.2 Maintain SLP Information

Update SLP Information

Function Description

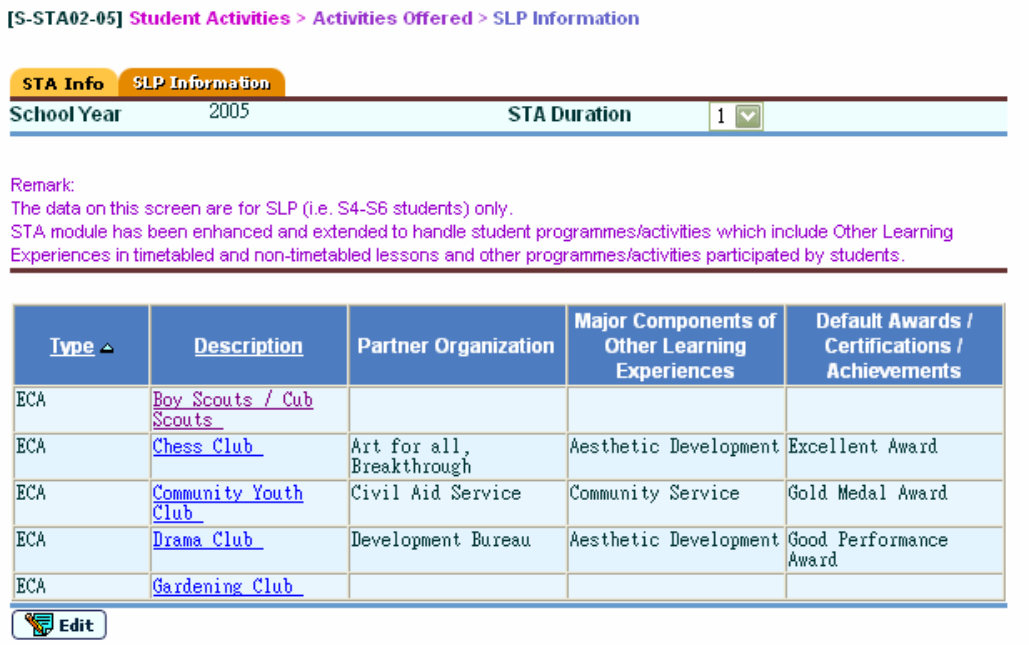
Users can update the SLP Information of STA Offered for the STA Duration. The function will be applicable to all members who study in S4 – S6. Users can amend records of each member while maintaining student records.

Pre-requisites

N/A

User Procedures

1. Click **[Student Activities]** → **[Activities Offered]** on the left menu.
2. Click the **SLP Information** tab.



3. Click the hyperlink of the activity or **[Edit]** button to edit SLP Information one by one.

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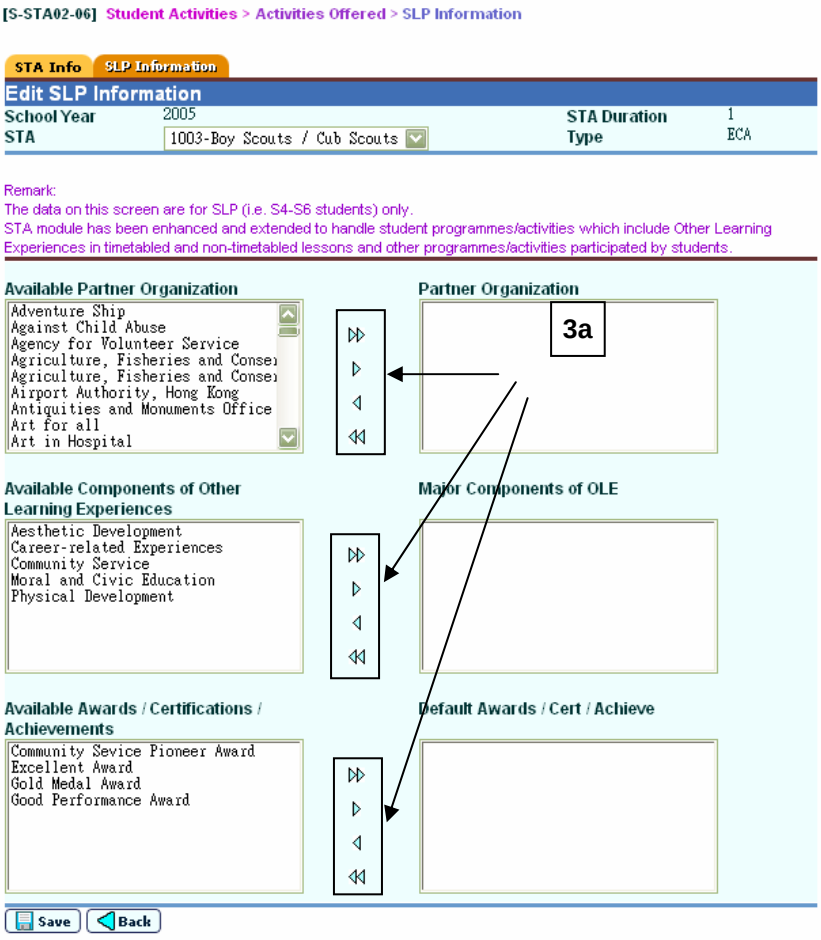
[S-STA02-06] Student Activities > Activities Offered > SLP Information
STA Info
SLP Information
Edit SLP Information
School Year 2005
STA 1003-Boy Scouts / Cub Scouts
STA Duration 1
Type ECA
Remark:
The data on this screen are for SLP (i.e. S4-S6 students) only.
STA module has been enhanced and extended to handle student programmes/activities which include Other Learning Experiences in timetabled and non-timetabled lessons and other programmes/activities participated by students.
Available Partner Organization
Adventure Ship
Against Child Abuse
Agency for Volunteer Service
Agriculture, Fisheries and Conse
Agriculture, Fisheries and Conse
Airport Authority, Hong Kong
Antiquities and Monuments Office
Art for all
Art in Hospital
Partner Organization
3a
Available Components of Other Learning Experiences
Aesthetic Development
Career-related Experiences
Community Service
Moral and Civic Education
Physical Development
Major Components of OLE
Available Awards / Certifications / Achievements
Community Sevice Pioneer Award
Excellent Award
Gold Medal Award
Good Performance Award
Default Awards / Cert / Achieve
Save
Back

a. Click the appropriate arrow buttons to setup **Partner Organization**, **Default Components of OLE** and **Default Awards / Certifications / Achievements**.

b. Click the **[Save]** button.

📖 Post-effects

The Partner Organization, Components of Other Learning Experiences and Awards / Certifications / Achievements of SLP will be uplated, and the default values will be applied while maintaining student's record.

📖 Notes

1. Those partner organizations currently active in the duration could be found in the list of Available Partner Organization.
2. Those components of other learning experiences currently active in the duration could be found in the list of Available Components of Other Learning Experiences.
3. Those awards / certifications / achievements currently active in the duration could be found in the list of Available Awards / Certifications / Achievements.
4. At most 3 partner organizations, 3 default components of other learning experiences and 3 default awards / certifications / achievements will be

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listed in the column for each STA, the rest will be shown as a tool-tips when mouse over the value "…".

5. For more codes except component of OLE, user can add code items in Code Management.

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2.3 Maintain STA by Activity

2.3.1 Maintain Student STA Info

📖 Function Description

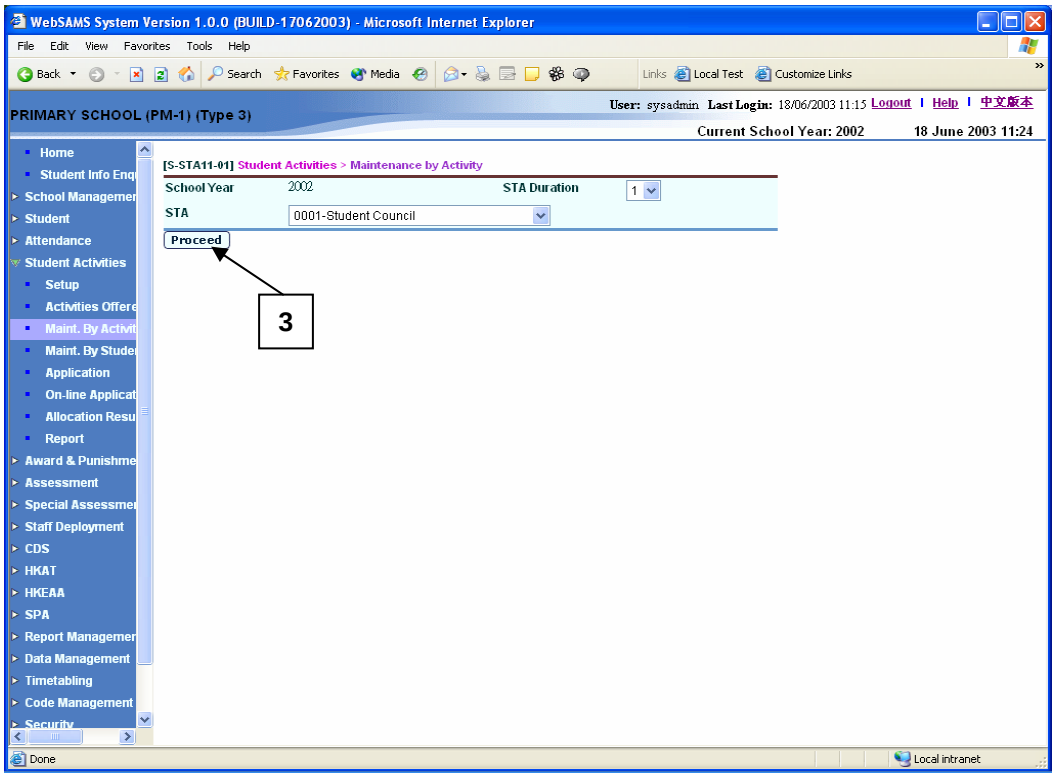
Users can assign different posts and acting performances to members of each STA.

📖 Pre-requisites

N/A

🖱 User Procedures

1. Click **[Student Activities]** → **[Maint. By Activity]** on the left menu.


WebSAMS System Version 1.0.0 (BUILD-17062003) - Microsoft Internet Explorer
PRIMARY SCHOOL (PM-1) (Type 3)
User: sysadmin Last Login: 18/06/2003 11:15 Logout Help 中文版本
Current School Year: 2002 18 June 2003 11:24
[S-STA11-01] Student Activities > Maintenance by Activity
School Year 2002 STA Duration 1
STA 0001-Student Council
Proceed
3

2. Select the **STA Duration** and **STA**.
3. Click the **[Proceed]** button.

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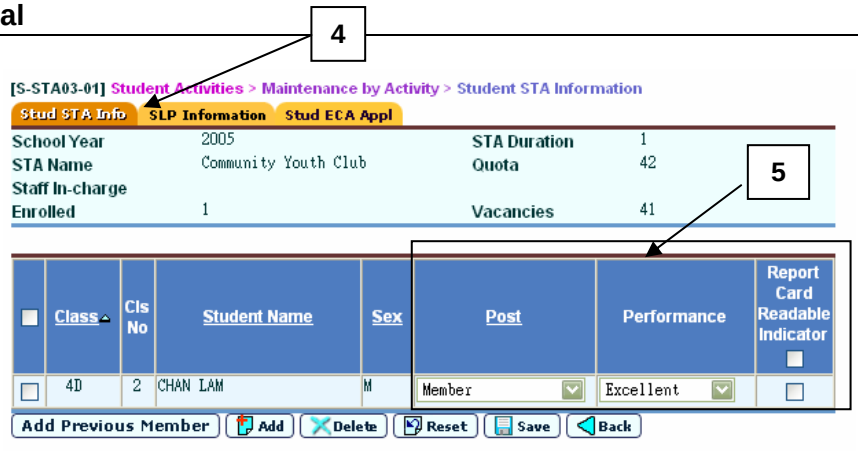

4. Select the **Stud STA Info** tab.
5. Select the **Post** and **Performance** description, or check the **Report Card Readable Indicator** checkbox.
6. Click the **[Save]** button.

📖 Post-effects

Student STA information will be updated.

📖 Notes

1. Users can select a post for each of the members enrolled in the STA. The post is selected from the items in the ECA / Service Post code table.
2. Users can select a performance description for each member. The performance description is selected from the ECA / Service Performance code table.
3. The report card readable indicator checkbox decides whether students' STA information can be retrieved for report cards.
4. Users cannot modify students' STA information if the activity is not in-charged by him/her.
5. At most 3 staff in-charge will be listed for the activity, the rest will be shown as a tool-tips when mouse over the value "…".

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2.3.2 Add Previous Member

📖 Function Description

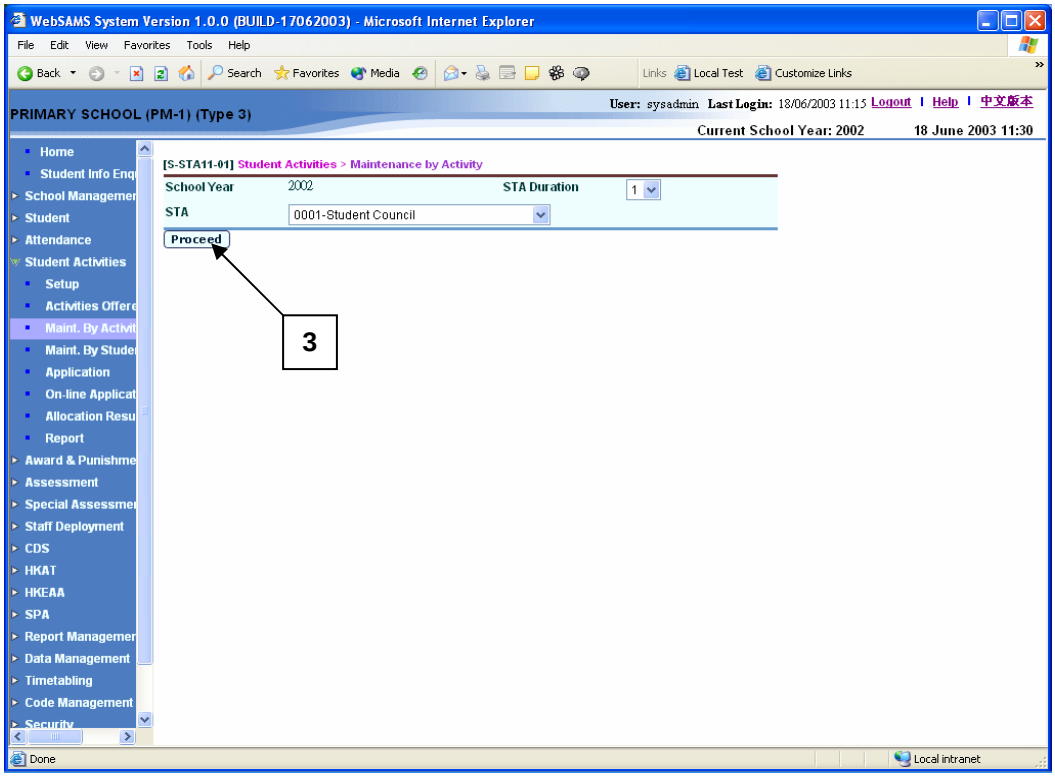
Users can copy the previous member list of a certain STA to the current list.

📖 Pre-requisites

N/A

🖱 User Procedures

1. Click **[Student Activities]** → **[Maint. By Activity]** on the left menu.



2. Select the **STA Duration** and **STA**.
3. Click the **[Proceed]** button.
4. Select the **Stud STA Info** tab.

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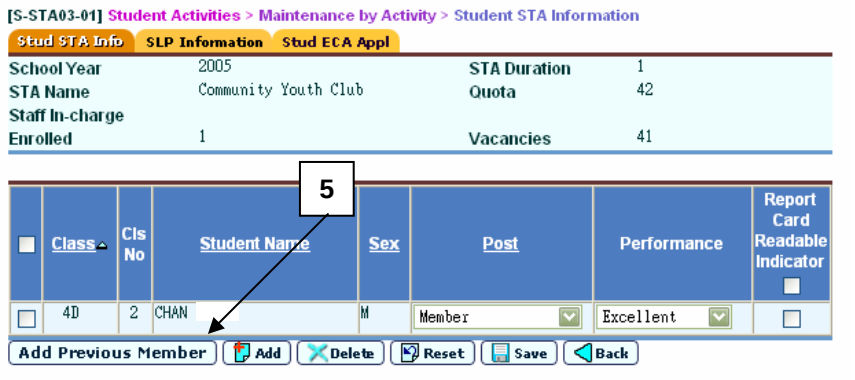
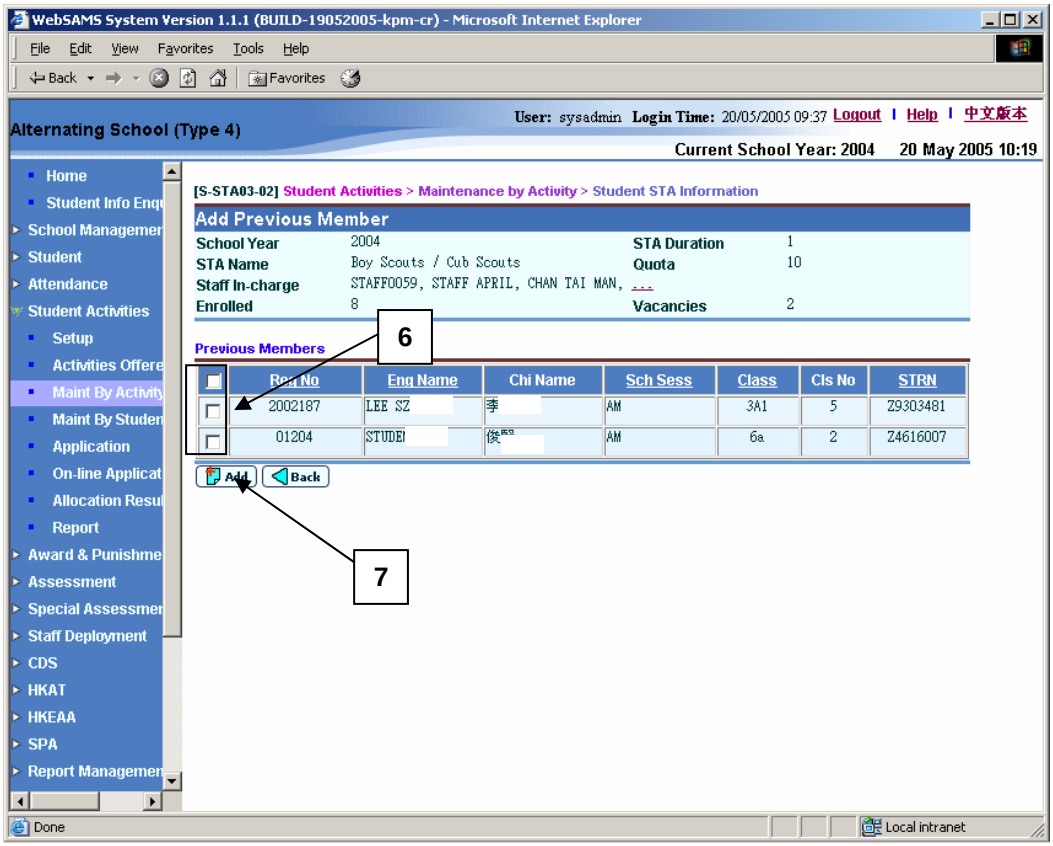


5. Click the **[Add Previous Member]** button.
6. A list of previous members will then be shown; select the student by checking the box.



7. Click the **[Add]** button to add the member to the current duration.

📖 Post-effects

The selected member(s) in previous duration will be added to the specified STA.

📖 Notes

The search rules are the same as ‘copy from previous duration’ in Section 2.2.

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2.3.3 Maintain Student SLP Information

Function Description

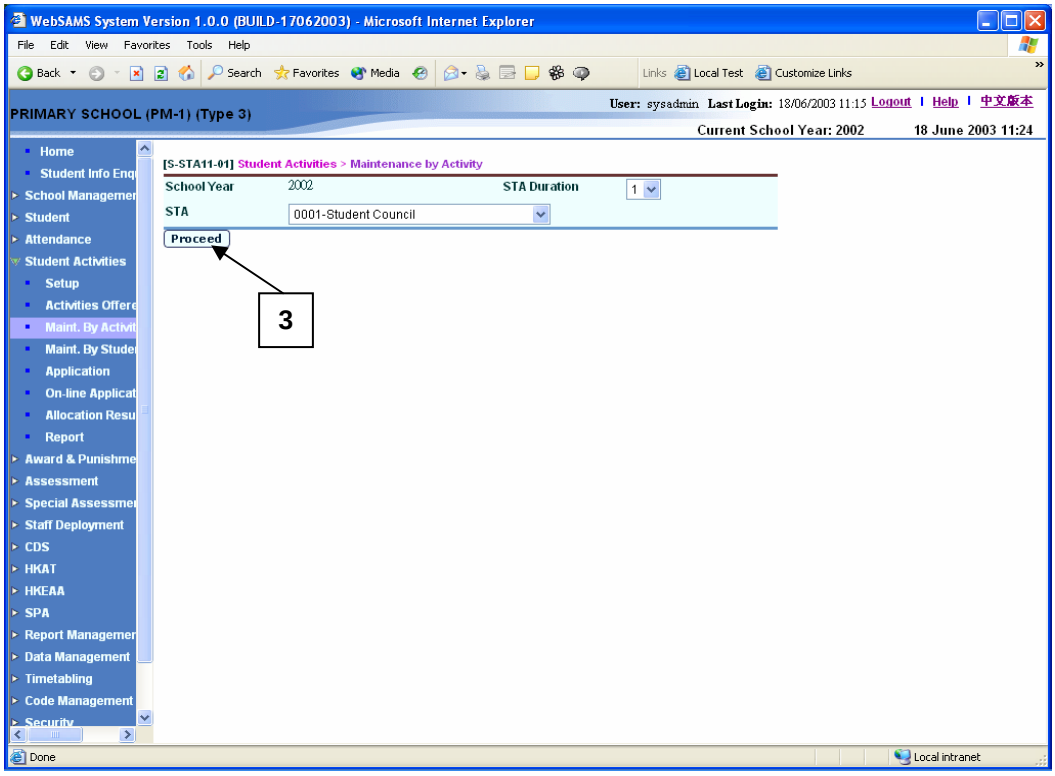
Users can assign different components of other learning experiences and awards / certifications / achievements to members of each STA. This function should only be used for students of S4 to S6. Their relevant information should be printed in R-STA014, R-STA015 and the reports of SLP module.

Pre-requisites

N/A

User Procedures

1. Click **[Student Activities]** → **[Maint. By Activity]** on the left menu.


WebSAMS System Version 1.0.0 (BUILD-17062003) - Microsoft Internet Explorer
PRIMARY SCHOOL (PM-1) (Type 3)
User: sysadmin Last Login: 18/06/2003 11:15 Logout Help 中文版本
Current School Year: 2002
18 June 2003 11:24
[S-STA11-01] Student Activities > Maintenance by Activity
School Year 2002
STA Duration 1
STA 0001-Student Council
Proceed
3

2. Select the **STA Duration** and **STA**.
3. Click the **[Proceed]** button.

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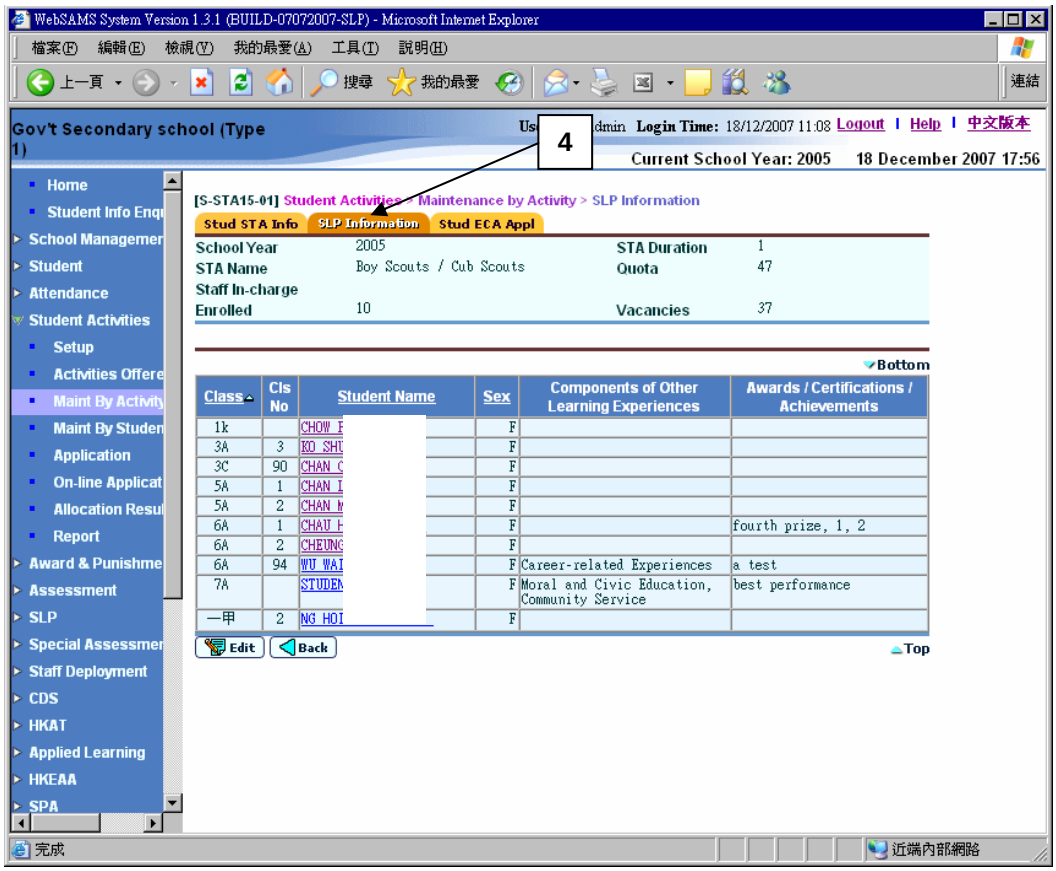

4. Select the **SLP Information** tab.

5. Click the hyperlink of the student or **[Edit]** button to edit SLP Information one by one.

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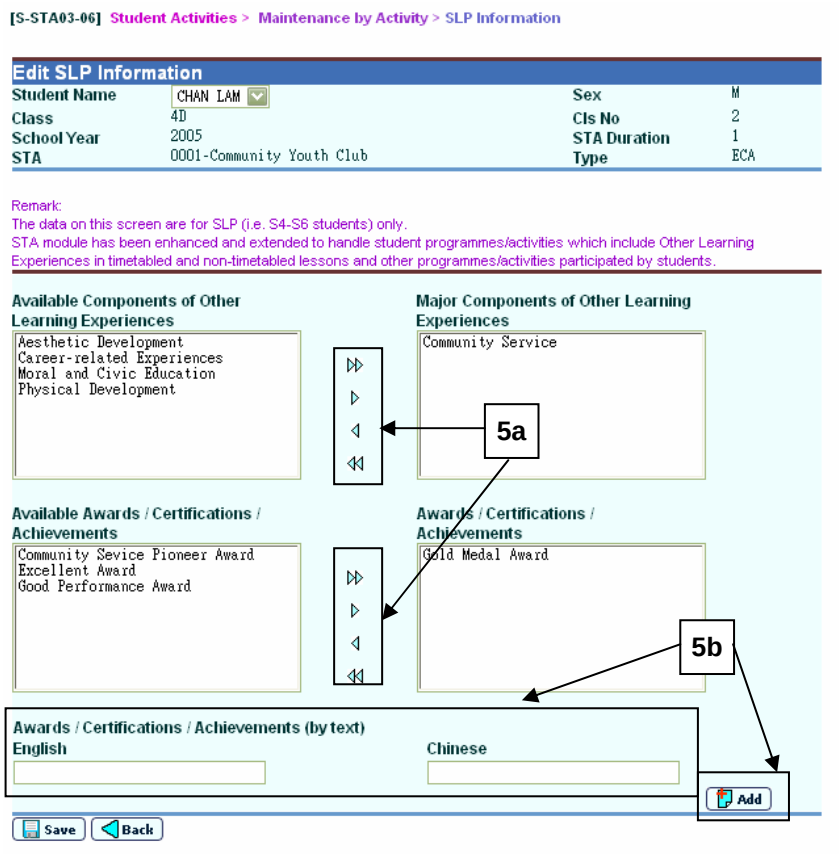

a. Click the appropriate arrow buttons to setup Major **Components of Other Learning Experiences** and **Awards / Certifications / Achievements**.

b. Fill in the appropriate **Awards / Certifications / Achievements (by text)**. Click the **[Add]** button if more **Awards / Certifications / Achievements (by text)** are needed.

c. Click the **[Save]** button.

🕮 Post-effects

The Major Components of Other Learning Experiences and Awards / Certifications / Achievements of SLP will be uplated, and the default values will be applied while maintain student's record. The SLP information will be included in R-STA012 and R-STA015.

🕮 Notes

1. Major Components of OLE and Awards / Certifications / Achievements are automatically filled in based on default values but users are entitled to maintain each record.
2. In general, only the staff in-charge / assistant staff in-charge is able to maintain SLP records for his / her assigned activity.
3. If the staff is a STA Administrator, System Administrator or School head, he/she can edit all STA and relevant SLP records.

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4. Those partner organizations currently active in the duration could be found in the list of Available Partner Organization.
5. Those major components of other learning experiences currently active in the duration could be found in the list of Available Major Components of Other Learning Experiences.
6. Those awards / certifications / achievements currently active in the duration could be found in the list of Available Awards / Certifications / Achievements.
7. At most 3 major components of other learning experiences and 3 awards / certifications / achievements will be listed for the activity, the rest will be shown as a tool-tips when mouse over the value "…".
8. For more codes, user can add code items in Code Management.

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2.3.4 Maintain Student ECA Application

📖 Function Description

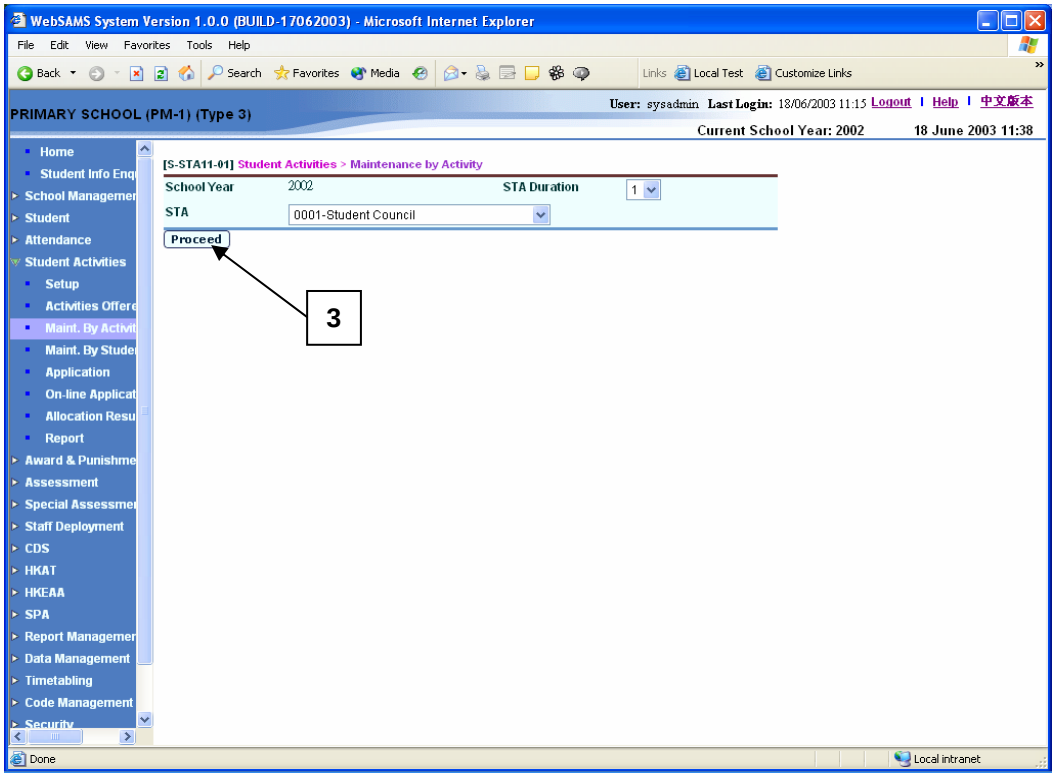
Users can maintain the student ECA application.

📖 Pre-requisites

N/A

🖱 User Procedures

1. Click **[Student Activities]** → **[Maint. By Activity]** on the left menu.



2. Select the **STA Duration** and **STA**.
3. Click the **[Proceed]** button.

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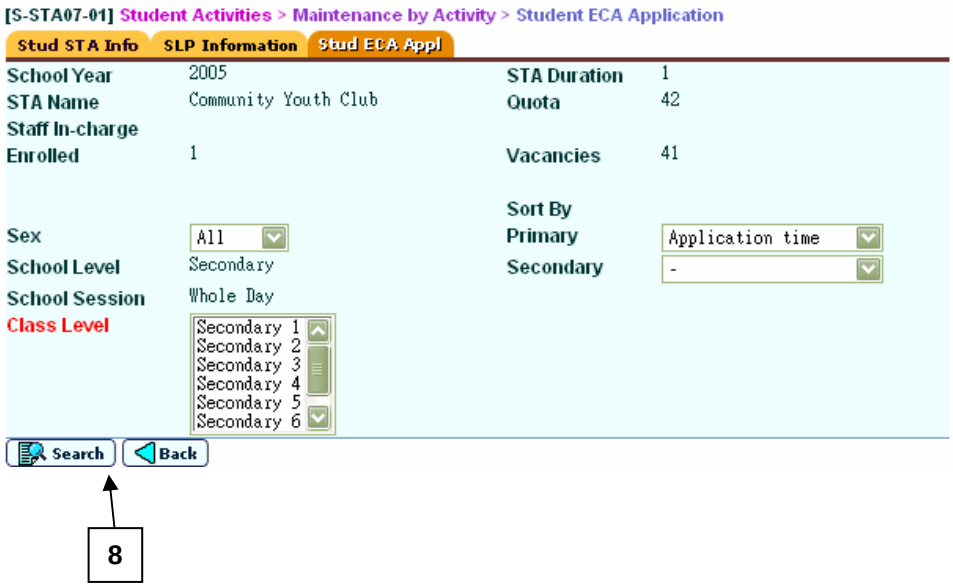
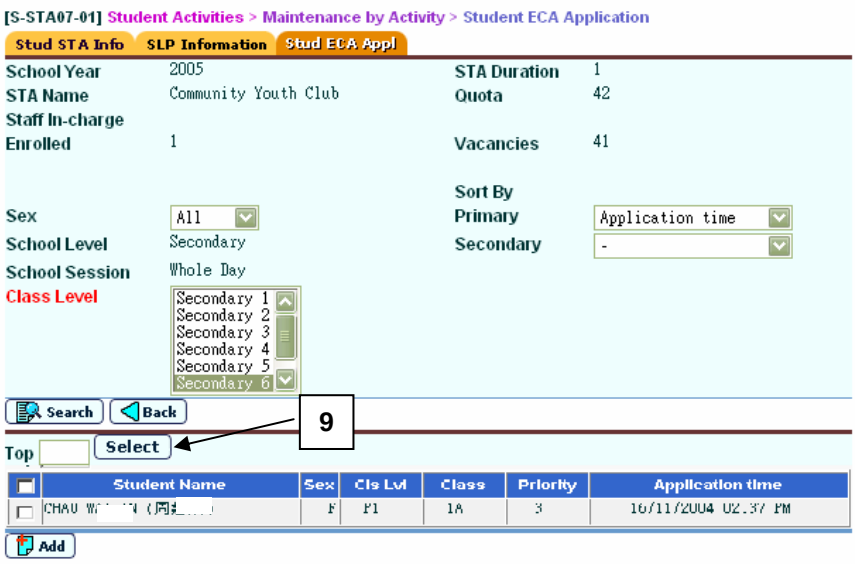


4. Select the **Stud ECA Appl** tab.
5. Fill in the details to search for students who have applied for this ECA \ Inter-school Activity.
6. Select the sorting criteria.
7. Select the Class Level(s).
8. Click the **[Search]** button.



9. Fill in the textbox beside **Top** and click the **[Select]** button to select the top of certain number of student(s).
10. Click the **[Add]** button to assign the STA to the selected students.

📖 Post-effects

The selected student(s) will be added into the specified STA.

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🕮 Notes

1. Users can sort the applications by selecting the primary and secondary sorting criteria including: Application time, Class level, Previous member, Previous non-member, Random, Priority and Student name. The items will be first sorted by the primary criteria and then the secondary.
2. The selected number of students should be within the no. of vacancies.
3. Only ECA and Inter-school activity can have application, thus the **Stud ECA Appl** tab available.

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2.4 Maintain STA by Students

Users can maintain STA Information and SLP Information by searching a particular student.

2.4.1 Maintain STA Information

Add STA by students

📖 Function Description

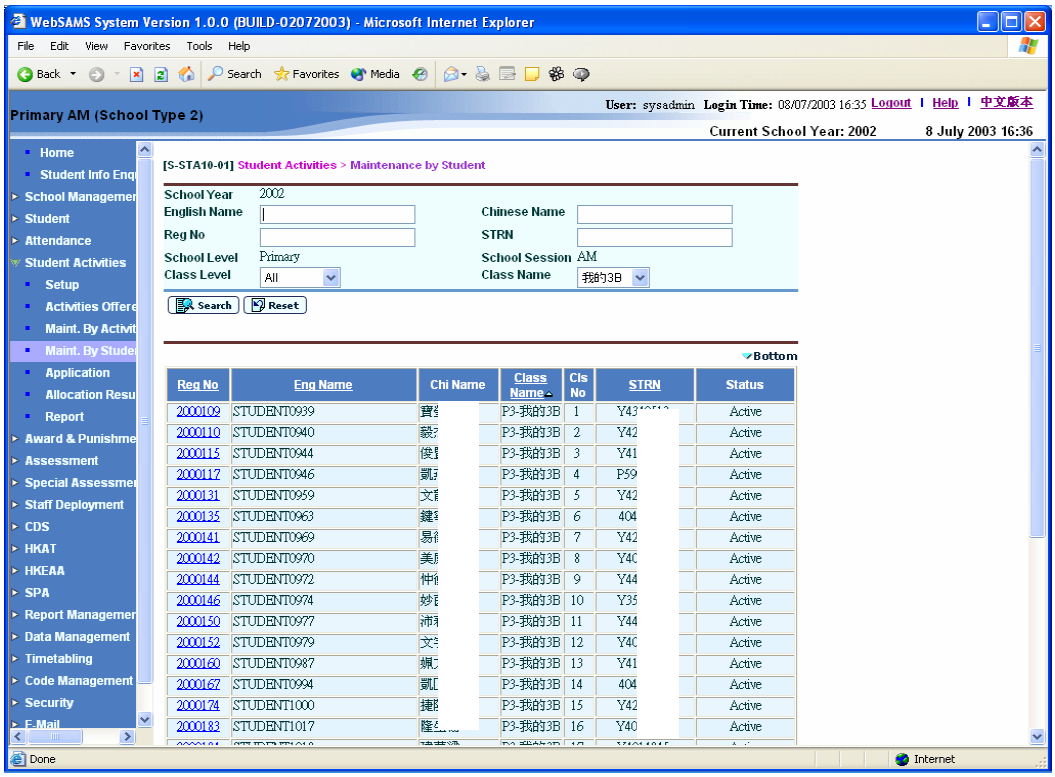
Users can add STA by searching a particular student and modify his STA information.

📖 Pre-requisites

N/A

🖱 User Procedures

1. Click **[Student Activities]** → **[Maint. By Student]** on the left menu.
2. Fill in the search criteria.
3. Click the **[Search]** button to search for a particular student.
4. Click on the **Reg No.** of a student from the search results to view the student's STA record and assign STA to him/her.
5. A record of all STA for the student enrolled in should be listed out.


WebSAMS System Version 1.0.0 (BUILD-02072003) - Microsoft Internet Explorer
Primary AM (School Type 2)
User: sysadmin Login Time: 08/07/2003 16:35 Logout Help 中文版本
Current School Year: 2002 8 July 2003 16:36
[S-STA10-01] Student Activities > Maintenance by Student
School Year 2002
English Name
Chinese Name
Reg No
STRN
School Level Primary
School Session AM
Class Level All
Class Name 我的3B
Search
Reset
Bottom
Reg No
Eng Name
Chi Name
Class Name
Cls No
STRN
Status
2000109 STUDENT0939 P3-我的3B 1 Active
2000110 STUDENT0940 P3-我的3B 2 Y42 Active
2000115 STUDENT0944 P3-我的3B 3 Y41 Active
2000117 STUDENT0946 P3-我的3B 4 P59 Active
2000131 STUDENT0959 P3-我的3B 5 Y42 Active
2000135 STUDENT0963 P3-我的3B 6 404 Active
2000141 STUDENT0969 P3-我的3B 7 Y42 Active
2000142 STUDENT0970 P3-我的3B 8 Active
2000144 STUDENT0972 P3-我的3B 9 Y44 Active
2000146 STUDENT0974 P3-我的3B 10 Active
2000150 STUDENT0977 P3-我的3B 11 Y44 Active
2000152 STUDENT0979 P3-我的3B 12 Active
2000160 STUDENT0987 P3-我的3B 13 Y41 Active
2000167 STUDENT0994 P3-我的3B 14 404 Active
2000174 STUDENT1000 P3-我的3B 15 Y42 Active
2000183 STUDENT1017 P3-我的3B 16 Y40 Active
Done
Internet

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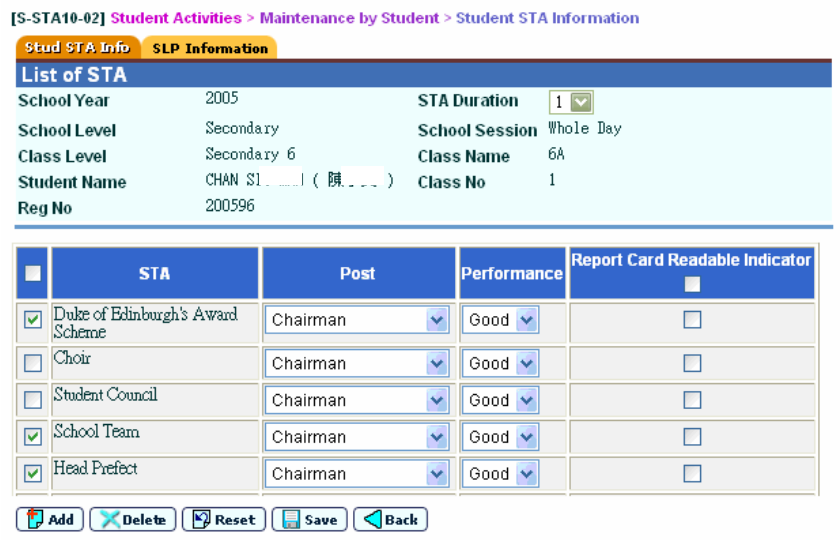
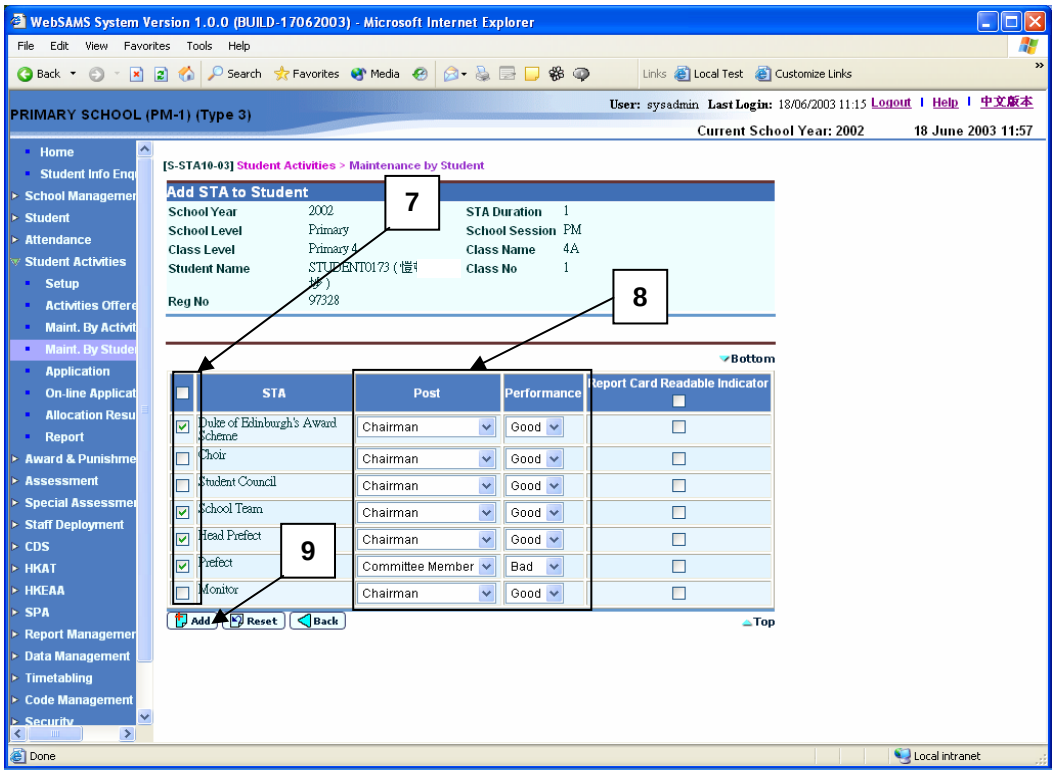


6. Click **[Add]** button to assign new STA to the student.



7. Check the box to select the STA to assign to the student from the list of STA.
8. Select the **Post** and **Performance** of that student.
9. Click the **[Add]** button at the bottom of the page.

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📖 Post-effects

The selected STA will be assigned to the student.

📖 Notes

1. Users cannot modify students' STA information if the activity is not in-charged by him/her.
2. Services can be assigned by this method or the method in 2.3.1

Update STA by students

📖 Function Description

Users can update STA by searching a particular student and modify his STA information.

📖 Pre-requisites

N/A

🖱 User Procedures

1. Click **[Student Activities]** → **[Maint. By Student]** on the left menu.
2. Fill in the search criteria.
3. Click the **[Search]** button to search for a particular student.
4. Click on the **Reg No.** of student from the search results to view the student's STA record and assign STA to him/her.
5. A record of all STA for the student enrolled in should be listed out.

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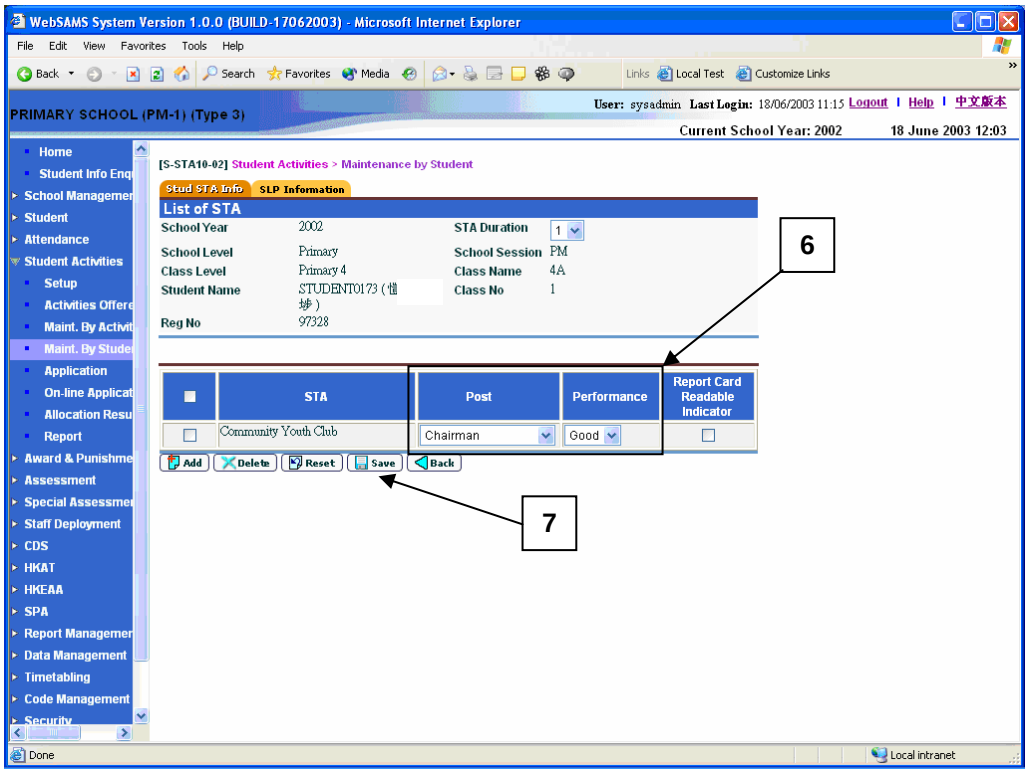

6. Assign the **Post** and **Performance** of that student.
7. Click the **[Save]** button.

📖 Post-effects

The STA information will be updated for the student.

📖 Notes

Users cannot modify students' STA information if the activity is not in-charged by him/her.

<u>Delete STA by students</u>

📖 Function Description

Users can delete STA by searching a particular student.

📖 Pre-requisites

N/A

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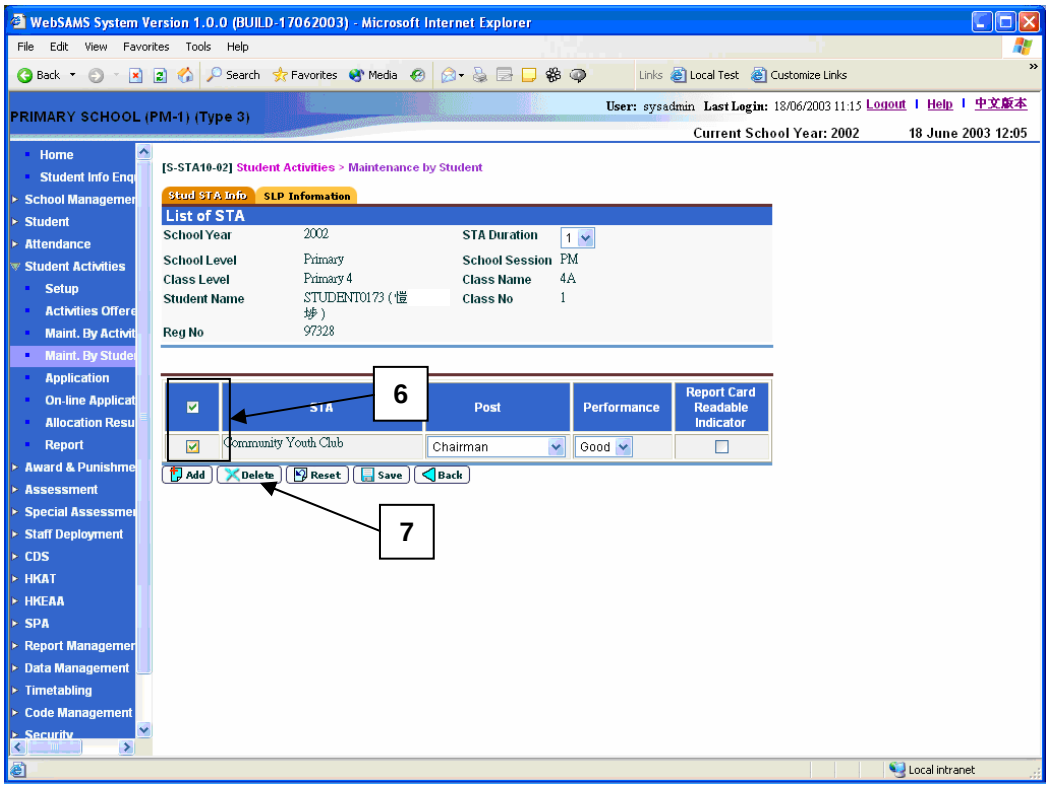
User Procedures

1. Click **[Student Activities]** → **[Maint. By Student]** on the left menu.
2. Fill in the search criteria.
3. Click the **[Search]** button to search for a particular student.
4. Click on the **Reg No.** of student from the search results to view the student's STA record and assign STA to him/her.
5. A record of all STA for the student enrolled in should be listed out.



6. Check the box to select the STA item(s).
7. Click the **[Delete]** button and confirm the operation.

Post-effects

The selected STA will be deleted for the student.

Notes

1. Users cannot modify students' STA information if the activity is not in-charged by him/her.
2. The corresponding SLP Information will also be deleted.

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2.4.2 Maintain SLP Information

Update SLP by students

📖 Function Description

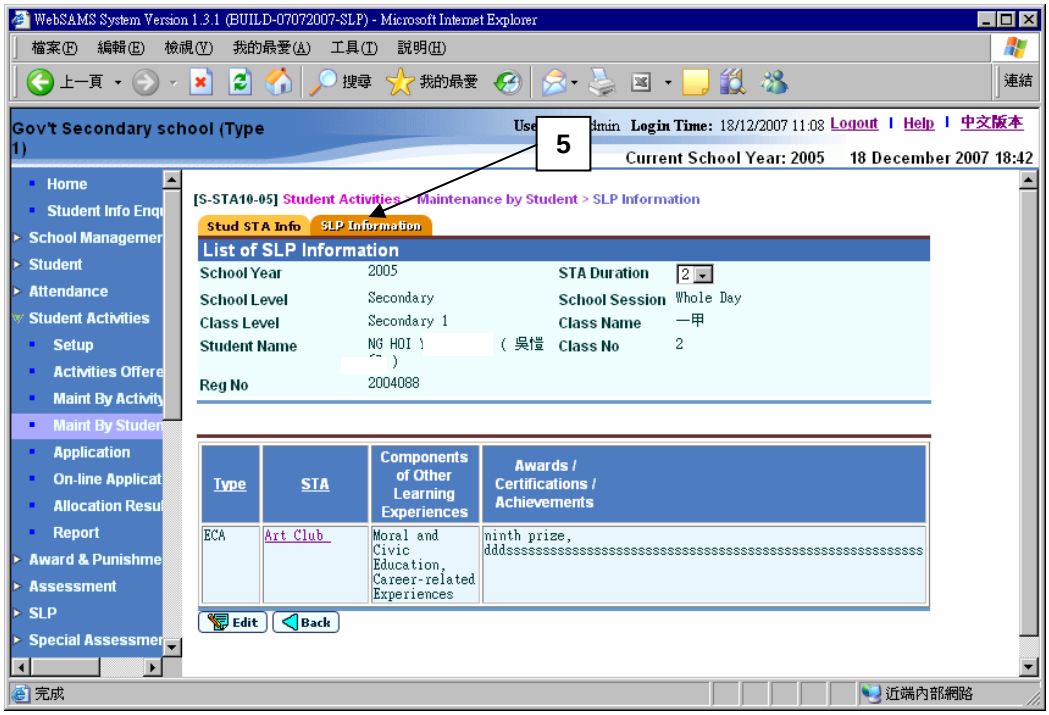
Users can update STA by searching a particular student and modify his SLP information. This function should only be used for students of S4 to S6. Their relevant information should be printed in R-STA014, R-STA015 and the reports of SLP module.

📖 Pre-requisites

N/A

🖱 User Procedures

1. Click **[Student Activities]** → **[Maint. By Student]** on the left menu.
2. Fill in the search criteria.
3. Click the **[Search]** button to search for a particular student.
4. Click on the **Reg No.** of student from the search results to view the student's STA record and assign STA to him/her.
5. Click the **SLP Information** tab.



6. A record of SLP Information of all STA for the student enrolled in should be listed out.
7. Click the hyperlink of the activity or **[Edit]** button to edit SLP Information one by one.

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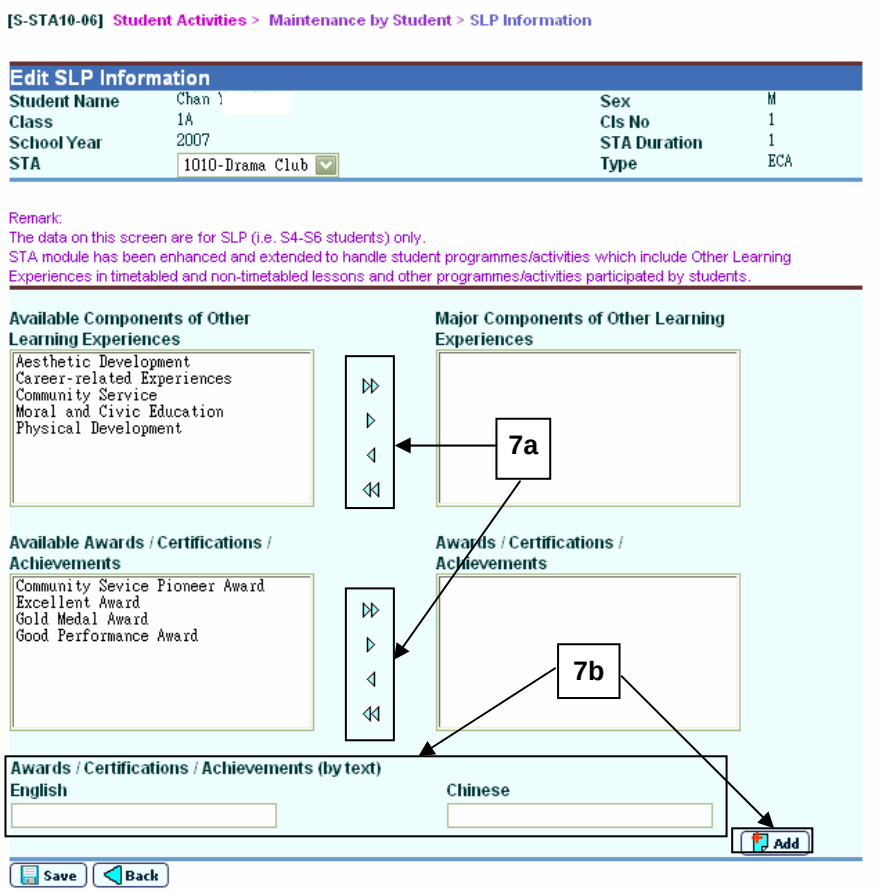

a. Click the appropriate arrow buttons to setup Major **Components of Other Learning Experiences** and **Awards / Certifications / Achievements**.

b. Fill in the appropriate **Awards / Certifications / Achievements (by text)**. Click the **[Add]** button if more **Awards / Certifications / Achievements (by text)** are needed.

c. Click the **[Save]** button.

📖 Post-effects

The Major Components of Other Learning Experiences and Awards / Certifications / Achievements of SLP will be uplated, and the default values will be applied while maintain student's record. The SLP information will be included in R-STA012 and R-STA015.

📖 Notes

1. Major Components of OLE and Awards / Certifications / Achievements are automatically filled in based on default values but users are entitled to maintain each record.
2. In general, only the staff in-charge / assistant staff in-charge is able to maintain SLP records for his / her assigned activity.
3. If the staff is a STA Administrator, System Administrator or School head, he/she can edit all STA and relevant SLP records.

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4. Those partner organizations currently active in the duration could be found in the list of Available Partner Organization.
5. Those major components of other learning experiences currently active in the duration could be found in the list of Available Major Components of Other Learning Experiences.
6. Those awards / certifications / achievements currently active in the duration could be found in the list of Available Awards / Certifications / Achievements.
7. At most 3 major components of other learning experiences and 3 awards / certifications / achievements will be listed for the activity, the rest will be shown as a tool-tips when mouse over the value "…".
8. For more codes, user can add code items in Code Management.

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2.5 STA Application

Users can apply Extra-Curricular Activities (ECA) or Inter-school Activity for students. This function is usually performed after the term begins, and the students start to apply for various ECA.

2.5.1 Apply ECA for students by class

📖 Function Description

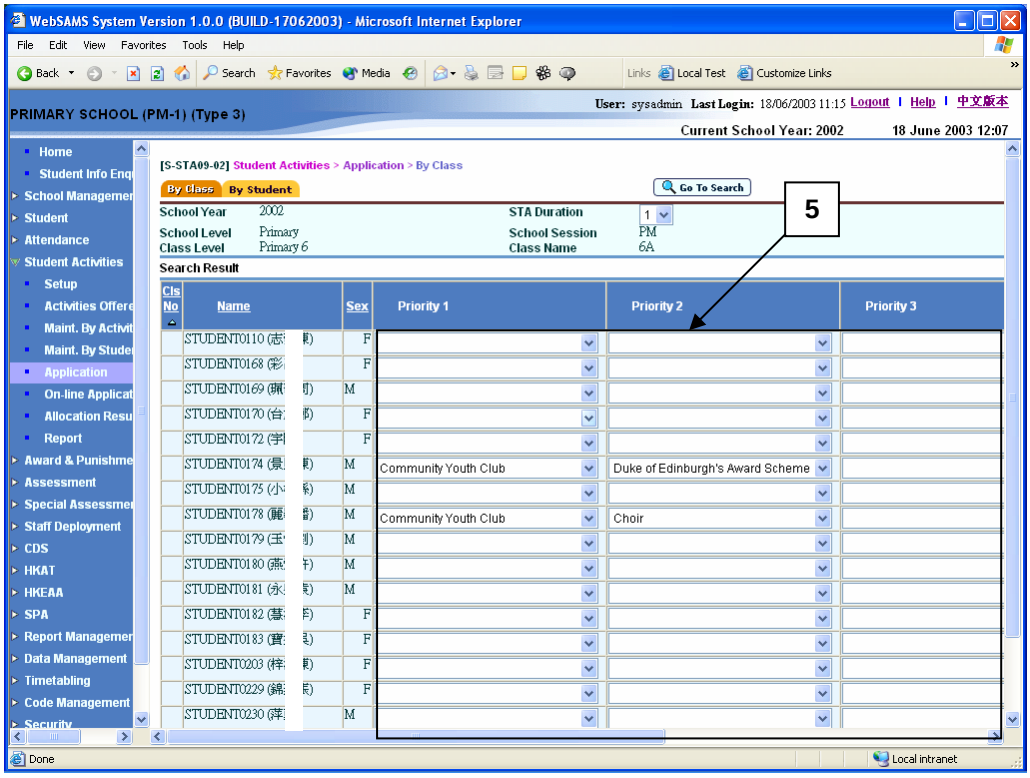
Users can apply ECA or Inter-school Activity for a class of students.

📖 Pre-requisites

N/A

🖱 User Procedures

1. Click **[Student Activities]** → **[Application]** on the left menu.
2. Click the **By Class** tab if applying ECA or Inter-school Activity for a class of students.
3. Enter the search criteria and click the **[Search]** button to search for student records.
4. A list of matched student records is shown.



5. Select the Priorities of choices for each student.

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6. Click the **[Save]** button.

🕮 Post-effects

The application of ECA or Inter-school Activity will be saved for the students.

🕮 Notes

1. Users can assign the priority choices of each student. Each choice can be selected from the list of ECA / Inter-school Activity offered. Duplicate STA choice for different priorities of each student will not be allowed.
2. This function can be accessed by student helpers.
3. Services will not be listed.

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2.5.2 ECA Application by student

Function Description

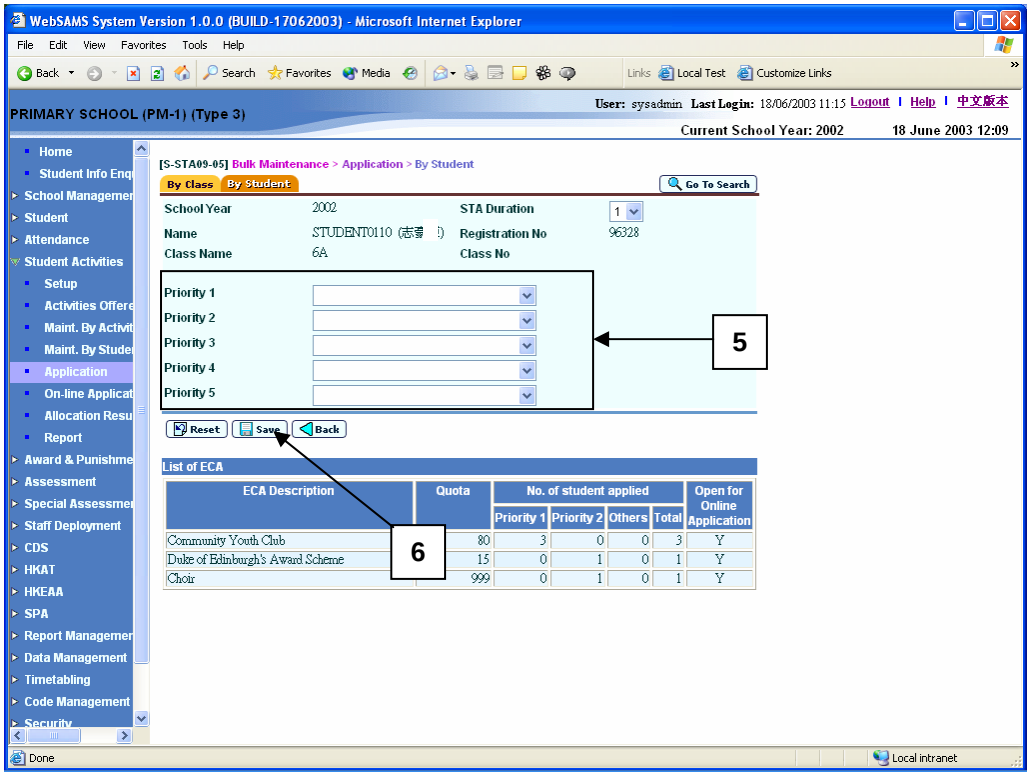
Users can apply ECA or Inter-school Activity for individual students.

Pre-requisites

N/A

User Procedures

1. Click **[Student Activities]** → **[Application]** on the left menu.
2. Click the **By Student** tab if apply ECA or Inter-school Activity for individual students.
3. Enter the search criteria and click the **[Search]** button to search for student records.
4. A list of matched student records is shown. Click on the **Reg No** hyperlink from the search result to apply ECA or Inter-school Activity for that student.



5. Select the **Priority 1**, **Priority 2**, **Priority 3**, **Priority 4** and **Priority 5**.
6. Click the **[Save]** button.

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📖 Post-effects

The application of ECA or Inter-school Activity will be saved for the student.

📖 Notes

1. Users can select five choices (as defined previously in the STA parameter function) from the list. Duplication in choices is not allowed.
2. Services will not be listed.

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2.6 Allocation Results

Function Description

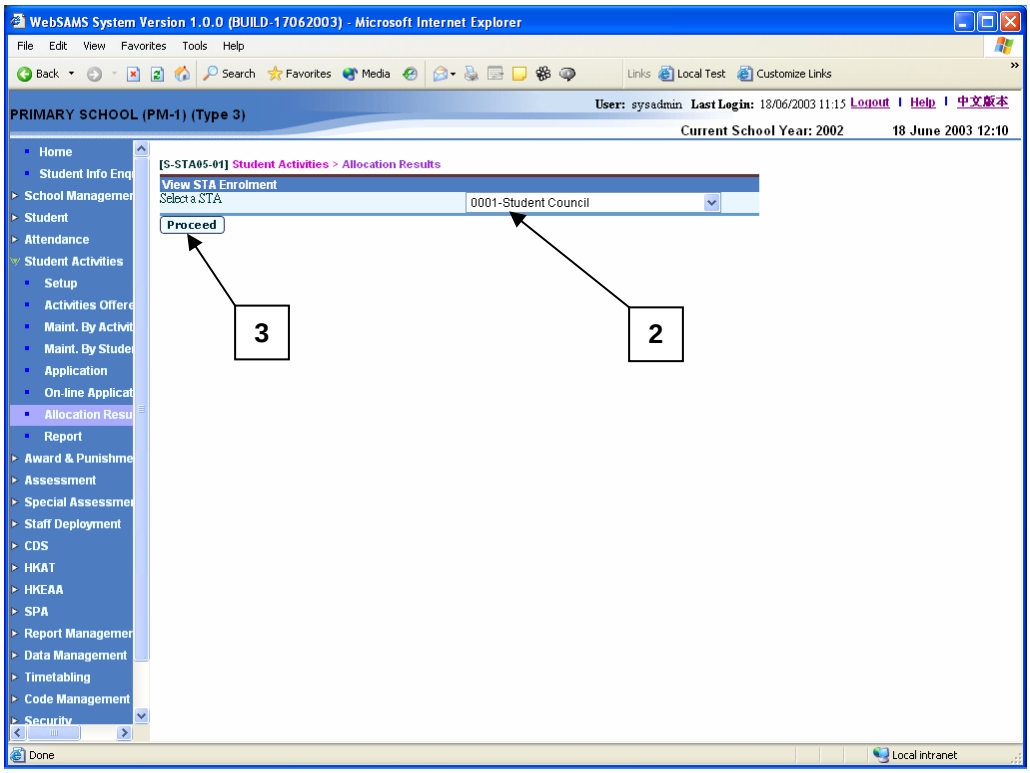
Users can view the allocation results of STA. For student access, students' own application and enrolment status will be displayed.

Pre-requisites

N/A

User Procedures

1. Click **[Student Activities]** → **[Allocation Results]** on the left menu.



2. Select the **STA**.
3. Click the **[Proceed]** button.
4. A list of matched student records is shown.

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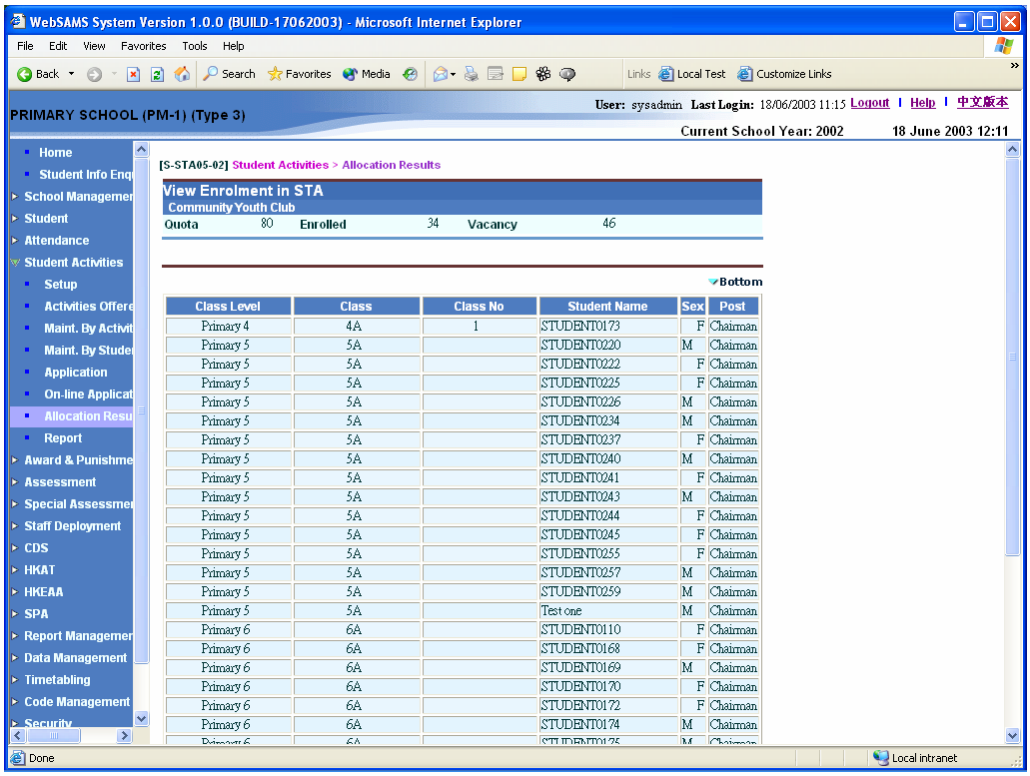
WebSAMS System Version 1.0.0 (BUILD-17062003) - Microsoft Internet Explorer
PRIMARY SCHOOL (PM-1) (Type 3)
User: sysadmin Last Login: 18/06/2003 11:15 Logout Help 中文版本
Current School Year: 2002 18 June 2003 12:11
[S-STA05-02] Student Activities > Allocation Results
View Enrolment in STA
Community Youth Club
Quota 80 Enrolled 34 Vacancy 46
Bottom
Class Level | Class | Class No | Student Name | Sex | Post
Primary 4 | 4A | 1 | STUDENT0173 | F | Chairman
Primary 5 | 5A | | STUDENT0220 | M | Chairman
Primary 5 | 5A | | STUDENT0222 | F | Chairman
Primary 5 | 5A | | STUDENT0225 | F | Chairman
Primary 5 | 5A | | STUDENT0226 | M | Chairman
Primary 5 | 5A | | STUDENT0234 | M | Chairman
Primary 5 | 5A | | STUDENT0237 | F | Chairman
Primary 5 | 5A | | STUDENT0240 | M | Chairman
Primary 5 | 5A | | STUDENT0241 | F | Chairman
Primary 5 | 5A | | STUDENT0243 | M | Chairman
Primary 5 | 5A | | STUDENT0244 | F | Chairman
Primary 5 | 5A | | STUDENT0245 | F | Chairman
Primary 5 | 5A | | STUDENT0255 | F | Chairman
Primary 5 | 5A | | STUDENT0257 | M | Chairman
Primary 5 | 5A | | STUDENT0259 | M | Chairman
Primary 5 | 5A | | Test one | M | Chairman
Primary 6 | 6A | | STUDENT0110 | F | Chairman
Primary 6 | 6A | | STUDENT0168 | F | Chairman
Primary 6 | 6A | | STUDENT0169 | M | Chairman
Primary 6 | 6A | | STUDENT0170 | F | Chairman
Primary 6 | 6A | | STUDENT0172 | F | Chairman
Primary 6 | 6A | | STUDENT0174 | M | Chairman
Done
Local intranet

📖 Post-effects

The enrolled students will be listed for the activity.

📖 Notes

N/A

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2.7 Export

Function Description

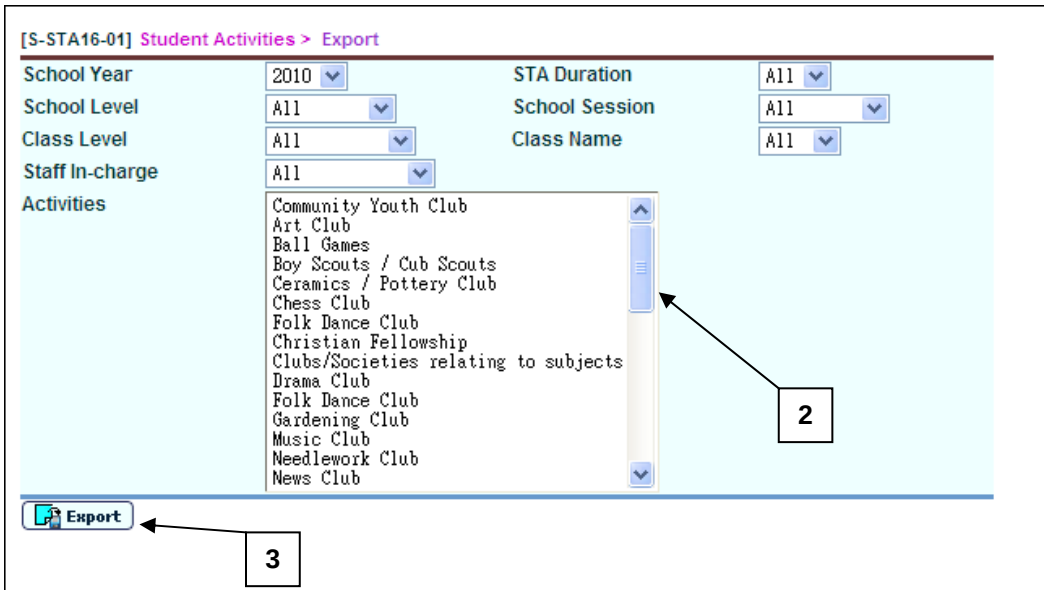
This use case allow user to export the student and student activity information into MS Excel file by enter different export criteria.

Pre-requisites

N/A

User Procedures

1. Click **[Student Activities]** → **[Export]** on the left menu.



2. Select Activities as searching criteria (can be more than one activities).
3. Click the **[Export]** button
4. A list of matched STA records is generated as excel.

	A	B	C	D	E	F	G	H	I	J	K
1	School Year	STA Duration	Class Level	Class Name	Class Number	Register Number	Student Name (English)	Student Name (Chinese)	STA Code	Type	Activity (English)
2	2010	2	S1	1A	1	000090	CHEUNG **** ****	張**** ****	0001	E	Community Youth
3	2010	2	S1	1A	1	000090	CHEUNG **** ****	張**** ****	1001	E	Art Club
4	2010	2	S1	1A	2	ASR007	CHOI **** ****	蔡**** ****	1001	E	Art Club
5											
6											

Post-effects

The STA records will be listed in MS Excel file.

Notes

N/A

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2.8 Import

Function Description

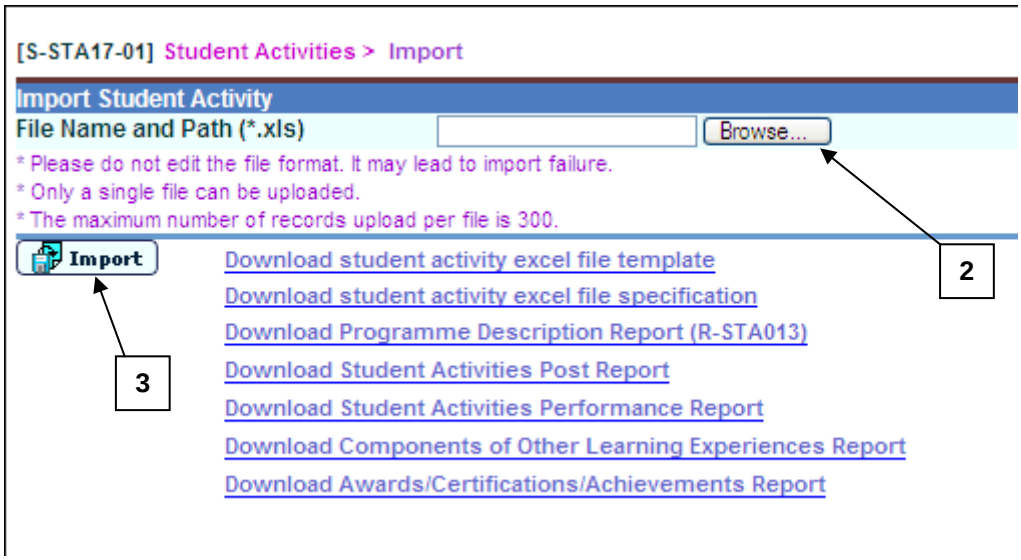
This use case allow user to import the new student activity and related SLP information for list of student by using MS Excel file.

Pre-requisites

User must download excel template from server for importing STA records

User Procedures

1. Click **[Student Activities]** → **[Import]** on the left menu.


[S-STA17-01] Student Activities > Import
Import Student Activity
File Name and Path (*.xls)
Browse...
* Please do not edit the file format. It may lead to import failure.
* Only a single file can be uploaded.
* The maximum number of records upload per file is 300.
Import
Download student activity excel file template
Download student activity excel file specification
Download Programme Description Report (R-STA013)
Download Student Activities Post Report
Download Student Activities Performance Report
Download Components of Other Learning Experiences Report
Download Awards/Certifications/Achievements Report
2
3

2. Click **[Browse]** button to select imported MS Excel file.
3. Click the **[Import]** button
4. During the importing records procedure, if any error been found, error message will be shown on the top of the screen and the process will be aborted

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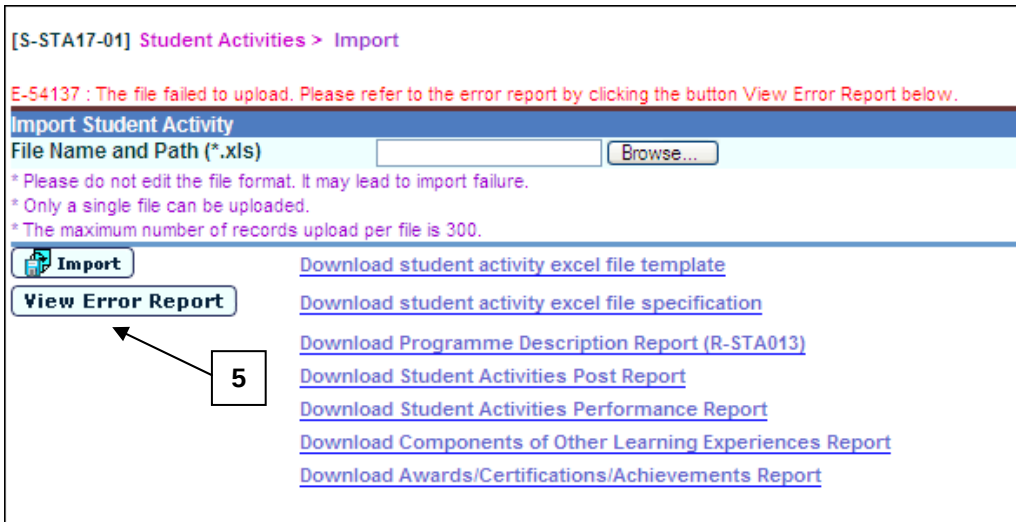
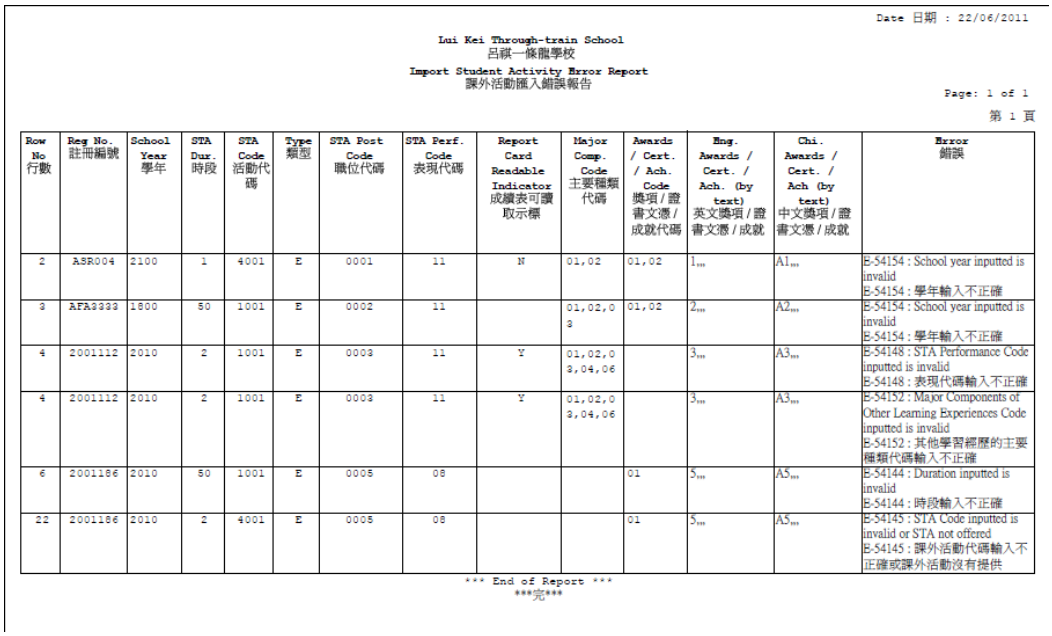

[S-STA17-01] Student Activities > Import
E-54137 : The file failed to upload. Please refer to the error report by clicking the button View Error Report below.
Import Student Activity
File Name and Path (*.xls)
Browse...
* Please do not edit the file format. It may lead to import failure.
* Only a single file can be uploaded.
* The maximum number of records upload per file is 300.
Import
View Error Report
5
Download student activity excel file template
Download student activity excel file specification
Download Programme Description Report (R-STA013)
Download Student Activities Post Report
Download Student Activities Performance Report
Download Components of Other Learning Experiences Report
Download Awards/Certifications/Achievements Report

5. User can click [View Error Report] button to view the error report.



Date 日期 : 22/06/2011

Lui Kei Through-train School
呂祺一條龍學校
Import Student Activity Error Report
課外活動匯入錯誤報告

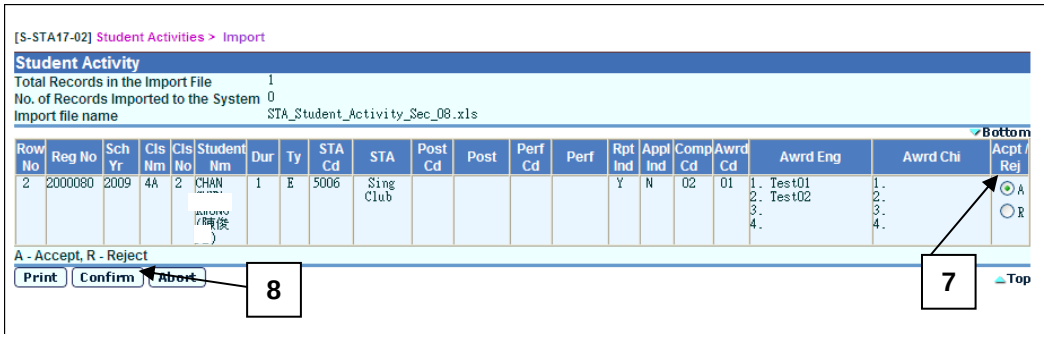
Page: 1 of 1
第 1 頁

Row No 行數	Reg No. 註冊編號	School Year 學年	STA Dur. 時段	STA Code 活動代碼	Type 類型	STA Post Code 職位代碼	STA Perf. Code 表現代碼	Report Card Readable Indicator 成績表可讀取示標	Major Comp. Code 主要種類代碼	Awards / Cert. / Ach. Code 獎項 / 證書文憑 / 成就代碼	Eng. Awards / Cert. / Ach. (by text) 英文獎項 / 證書文憑 / 成就	Chi. Awards / Cert. / Ach (by text) 中文獎項 / 證書文憑 / 成就	Error 錯誤
2	ASR004	2100	1	4001	E	0001	11	N	01,02	01,02	1...	A1...	E-54154 : School year inputted is invalid E-54154 : 學年輸入不正確
3	AFA3333	1800	50	1001	E	0002	11		01,02,03	01,02	2...	A2...	E-54154 : School year inputted is invalid E-54154 : 學年輸入不正確
4	2001112	2010	2	1001	E	0003	11	Y	01,02,03,04,06		3...	A3...	E-54148 : STA Performance Code inputted is invalid E-54148 : 表現代碼輸入不正確
4	2001112	2010	2	1001	E	0003	11	Y	01,02,03,04,06		3...	A3...	E-54152 : Major Components of Other Learning Experiences Code inputted is invalid E-54152 : 其他學習經歷的主要種類代碼輸入不正確
6	2001186	2010	50	1001	E	0005	08			01	5...	A5...	E-54144 : Duration inputted is invalid E-54144 : 時段輸入不正確
22	2001186	2010	2	4001	E	0005	08			01	5...	A5...	E-54145 : STA Code inputted is invalid or STA not offered E-54145 : 課外活動代碼輸入不正確或課外活動沒有提供

*** End of Report ***
完

6. The system will prompt a new confirm page if no error being found in the importing records

7. User can click **[A]**(accept) or **[R]**(reject) radio button.


[S-STA17-02] Student Activities > Import
Student Activity
Total Records in the Import File 1
No. of Records Imported to the System 0
Import file name STA_Student_Activity_Sec_08.xls
Bottom
Row No | Reg No | Sch Yr | Cls Nm | Cls No | Student Nm | Dur | Ty | STA Cd | STA | Post Cd | Post | Perf Cd | Perf | Rpt Ind | Appl Ind | Comp Cd | Awrd Cd | Awrd Eng | Awrd Chi | Acpt / Rej
2 | 2000080 | 2009 | 4A | 2 | CHAN | 1 | E | 5006 | Sing Club | | | | | Y | N | 02 | 01 | 1. Test01 2. Test02 3. 4. | 1. 2. 3. 4. | A / R
A - Accept, R - Reject
Print
Confirm
Abort
8
7
Top

8. Click **[Confirm]** button to import records to system.

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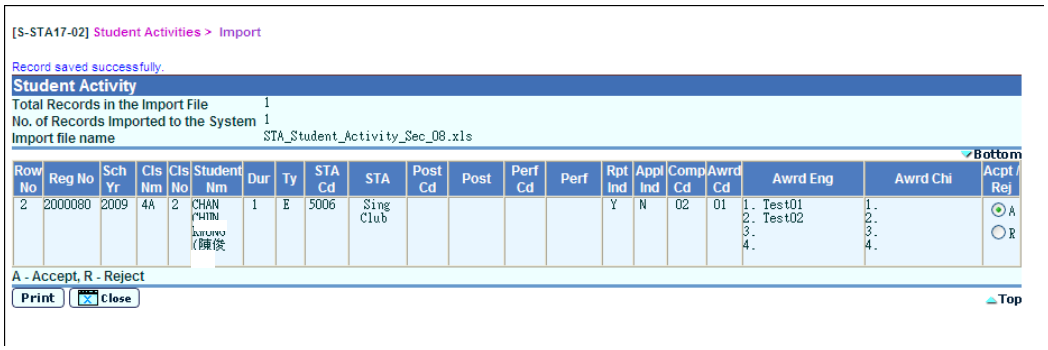
9. If importing is success, the system will be shown success message on the screen


[S-STA17-02] Student Activities > Import
Record saved successfully.
Student Activity
Total Records in the Import File 1
No. of Records Imported to the System 1
Import file name STA_Student_Activity_Sec_08.xls
Bottom
Row No | Reg No | Sch Yr | Cls Nm | Cls No | Student Nm | Dur | Ty | STA Cd | STA | Post Cd | Post | Perf Cd | Perf | Rpt Ind | Appl Ind | Comp Cd | Awrd Cd | Awrd Eng | Awrd Chi | Acpt / Rej
2 | 2000080 | 2009 | 4A | 2 | CHAN *HTIN (陳俊 | 1 | E | 5006 | Sing Club | | | | | Y | N | 02 | 01 | 1. TestO1 2. TestO2 3. 4. | 1. 2. 3. 4. | A R
A - Accept, R - Reject
Print
Close
Top

Post-effects

The STA records will be stored in system.

Notes

1. If the error or warning errors are found, the error or warning message will be shown on the top of the screen as below

Validation Description	**English error message shown on the Screen**
If the file extension is not .xls.	Invalid file type.
Template format will be validated based on the file content which is not in xls format defined in template file.	Invalid file format.
If the file is failed to import.	Import failed. Please refer to the report.
If the file contains more than 300 records.	Import failed. The number of records is more than 300.
If the student is not in S4-S6 and any of the SLP related fields are not blank.	Row(s) [1 or more than 1 row #] in the MS Excel file contain SLP related fields (i.e. “Major Component Code”, “Awards / Certifications / Achievements Code”, “Award / Certifications / Achievements Chinese Description 1-4” and “Award / Certifications / Achievements English Description 1-4”). That information is only applicable to NSS (S4-S6) students only. For that information of other class level(s) will be viewed on “[S-STA15-01] Student Activities > Maintenance by Activity > SLP Information” or “[S-STA10-05] Student Activities > Maintenance by Student > SLP Information”.

2. Exception report (bilingual) will be generated and the import will be aborted if the following validation fails.

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Validation Description	English error message shown on the Screen
Invalid School year	School year inputted is invalid
Student cannot be found	Registration Number inputted is invalid
Invalid Duration	Duration inputted is invalid
Invalid STA Code or not offered STA code	STA Code inputted is invalid or STA not offered
Invalid STA Type	STA Type inputted is invalid
Invalid STA Post Code	STA Post Code inputted is invalid
Invalid STA Performance Code	STA Performance Code inputted is invalid
Invalid Report Card Readable Indicator	Report Card Readable Indicator inputted is invalid
Student and its STA details already exists in database	The record inputted already exists in database
Quota exceed the STA defined	Exceed the STA quota defined
Invalid Components of Other Learning Experiences Code	Major Components of Other Learning Experiences Code inputted is invalid
Invalid Awards / Certifications / Achievements Code	Awards / Certifications / Achievements Code inputted is invalid

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2.9 Report

2.9.1 Generate Report

Function Description

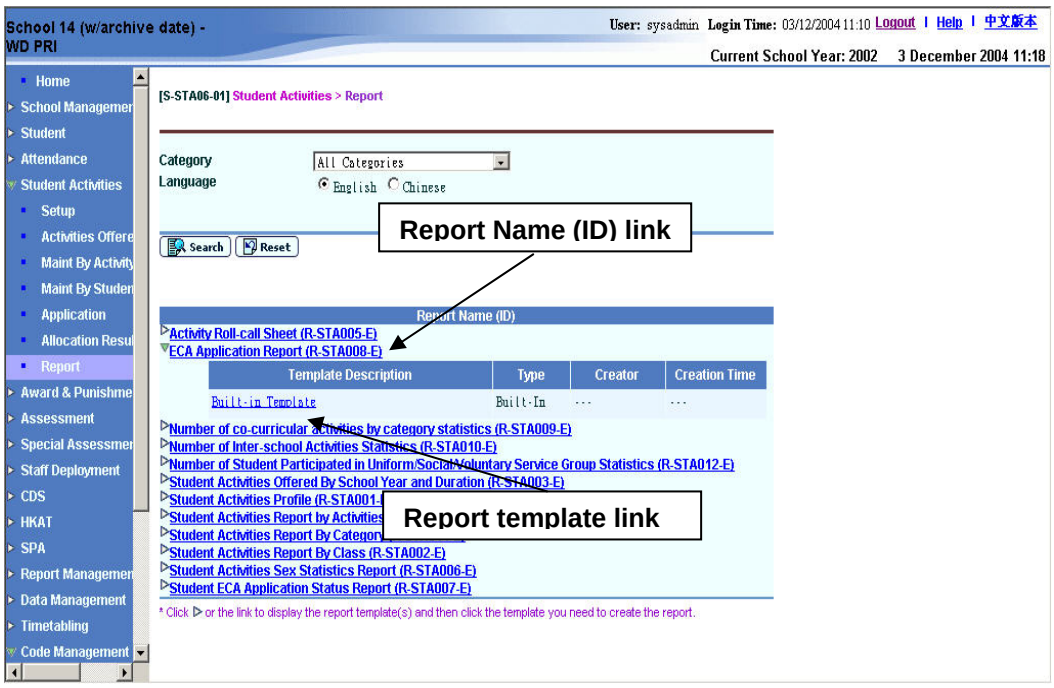
Users can generate reports.

Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 are required to be installed on the workstation to view the reports.

User Procedures

1. Click **[Student Activities]** → **[Report]** on the left menu.
2. Users can select the category and language. All reports under the selected category will be displayed.
3. Click on the Report Name (ID) link and a list of built-in and user-defined report templates is displayed.



4. Click on the Report Template link to generate the report.

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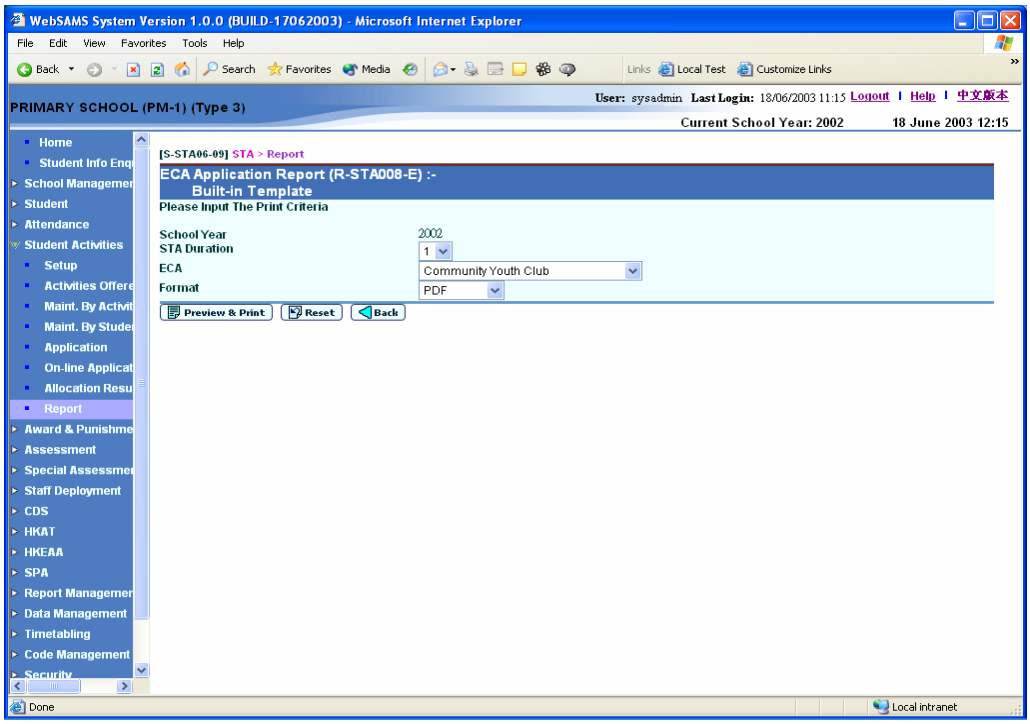

📖 Post-effects

The selected report will be displayed in a pop-up window, which allows users to preview or print.

📖 Notes

1. Reports under the Student Activities module are grouped into four report categories:
   - ECA Application
   - Statistics
   - Student Activity Information
   - Student Learning Profile Information
2. A built-in template is provided for each Report Name (ID). It can be downloaded from the Template function of the Report Management module. After editing by using the Crystal Reports software, the edited report template can be uploaded to the WebSAMS server as a user-defined template.

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2.9.2 Student Activities Profile (R-STA001)

Function Description

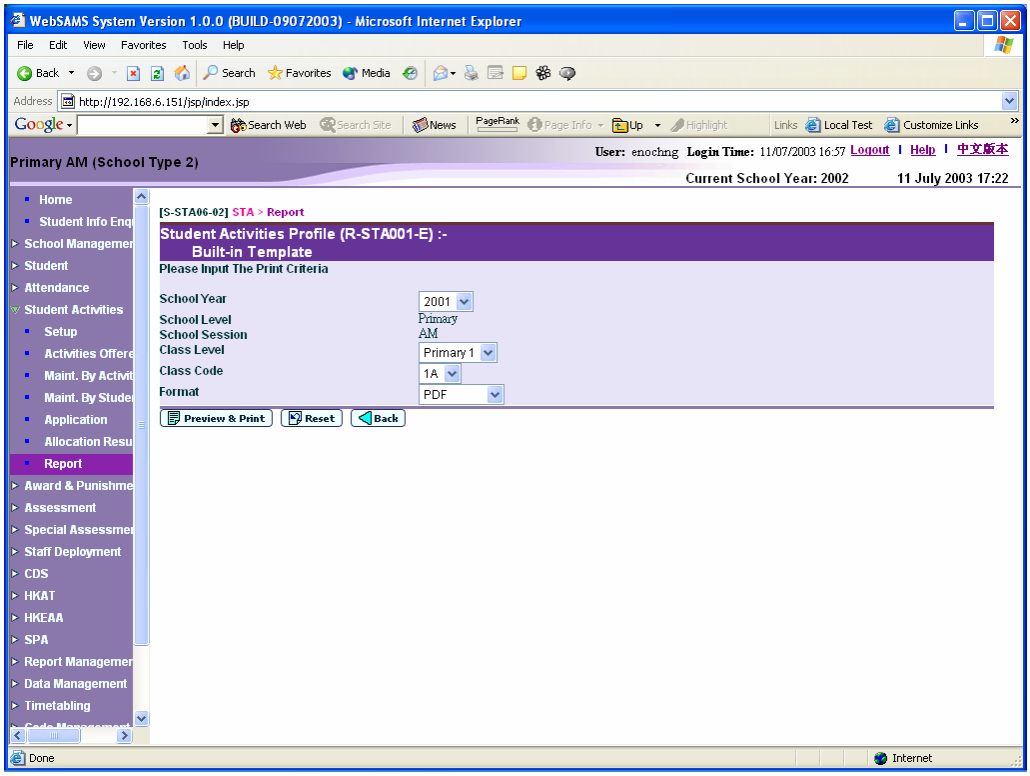
Under the “Student Activity Information” report category, this report lists out the student activities’ information of a class of students paged by each student.

Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 should be installed in the workstation in order to view the report.

User Procedures

1. Select "Student Activity Information" from the report selection page. Click on the template link to go to the report parameter screen.



2. Specify the search criteria of the students to be listed.
3. Select the format of the report to be one of PDF / Word / RTF / Excel.
4. Click the **[Preview & Print]** button to produce the report.

Post-effects

The report will be displayed in a pop-up window which allows users to preview or print.

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📖 Notes

N/A

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2.9.3 Student Activities Report By Class (R-STA002)

Function Description

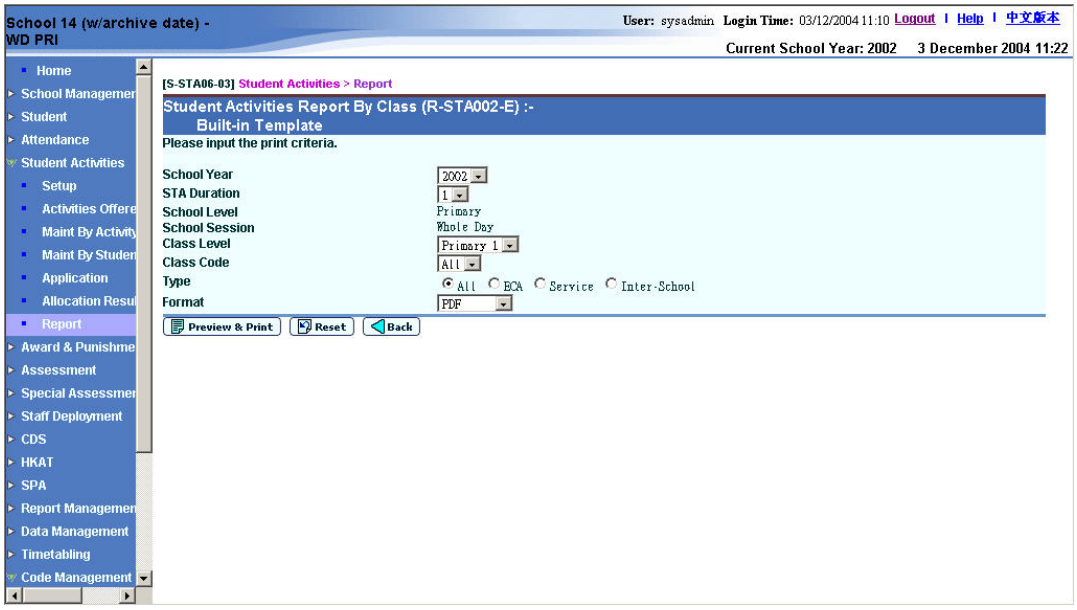
Under the “Student Activity Information” report category, this report lists out the student activities’ information of a class of student grouped by student activity type.

Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 should be installed in the workstation in order to view the report.

User Procedures

1. Select "Student Activities Report By Class" from the report selection page. Click on the template link to go to the report parameter screen.



2. Specify the search criteria of the students to be listed.
3. Specify the student activity type.
4. Select the format of the report to be one of PDF / Word / RTF / Excel.
5. Click the **[Preview & Print]** button to produce the report.

Post-effects

The report will be displayed in a pop-up window which allows users to preview or print.

Notes

N/A

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2.9.4 Student Activities Offered By School Year and Duration (R-STA003)

Function Description

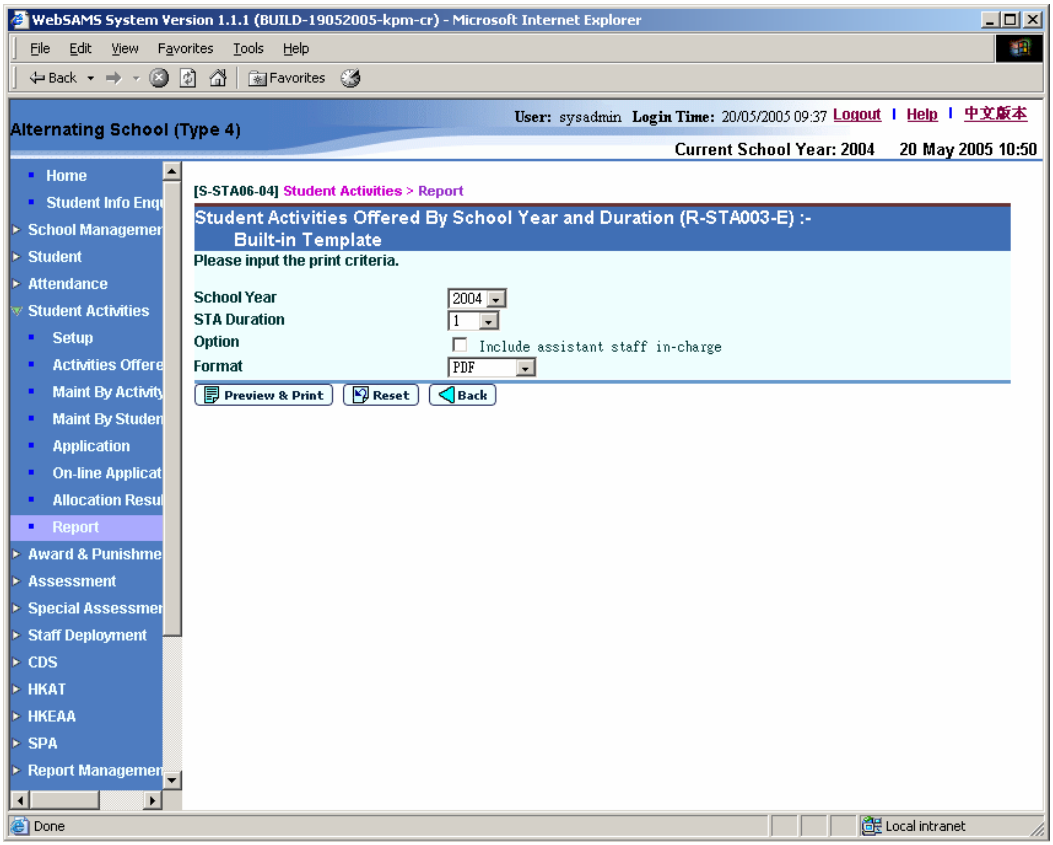
Under the “Student Activity Information” report category, this report lists out the student activities offered information for the selected school year and duration.

Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 should be installed in the workstation in order to view the report.

User Procedures

1. Select "Student Activities Offered By School Year and Duration" from the report selection page. Click on the template link to go to the report parameter screen.



2. Specify the search criteria of the student activities offered to be listed.
3. Check the box if needed to list Assistant Staff in-charge in the report.
4. Select the format of the report to be one of PDF / Word / RTF / Excel.
5. Click the **[Preview & Print]** button to produce the report.

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📖 Post-effects

The report will be displayed in a pop-up window which allows users to preview or print.

📖 Notes

N/A

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2.9.5 Student Activities Report by Activities (R-STA004)

Function Description

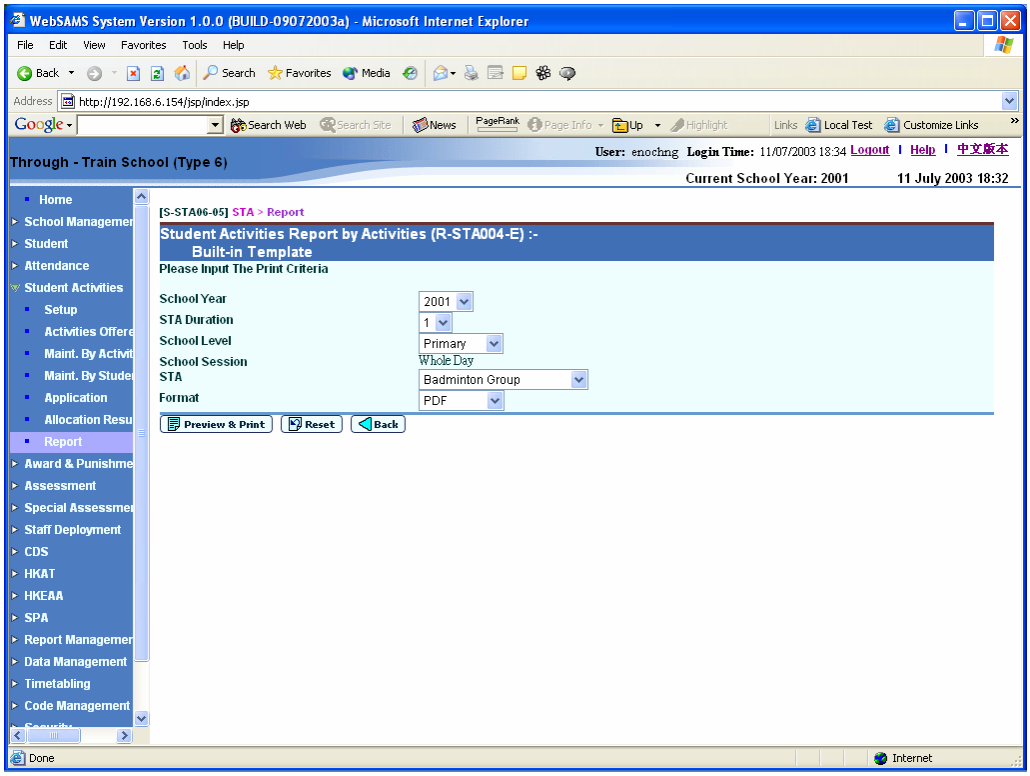
Under the “Student Activity Information” report category, this report lists out the student information for the selected activity offered.

Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 should be installed in the workstation in order to view the report.

User Procedures

1. Select "Student Activities Report by Activities" from the report selection page. Click on the template link to go to the report parameter screen.



2. Specify the search criteria of the students.
3. Specify the school year, duration and activity offered.
4. Select the format of the report to be one of PDF / Word / RTF / Excel.
5. Click the **[Preview & Print]** button to produce the report.

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Post-effects

The report will be displayed in a pop-up window which allows users to preview or print it out.

Notes

N/A

2.9.6 Activity Roll-call Sheet (R-STA005)

Function Description

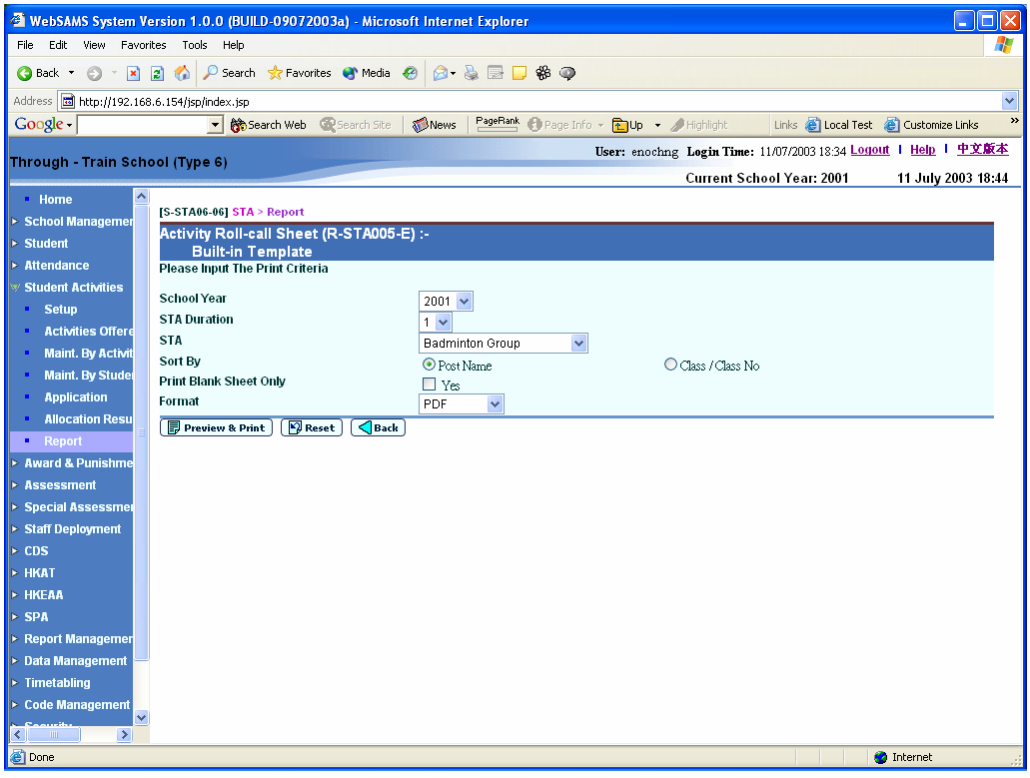
Under the “Student Activity Information” report category, this report shows the roll-call sheet of a student activity offered. It lists out students’ information for the selected activity offered.

Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 should be installed in the workstation in order to view the report.

User Procedures

1. Select "Activity Roll-call Sheet" from the report selection page. Click on the template link to go to the report parameter screen.



2. Specify the student activities offered.
3. Specify the sort order of students.
4. Specify if you just want to print a blank roll-call sheet for the activity offered only.
5. Select the format of the report to be one of PDF / Word / RTF / Excel.
6. Click on the **[Preview & Print]** button to produce the report.

📖 Post-effects

The report will be displayed in a pop-up window which allows users to preview or print it out.

📖 Notes

Students listed can be sorted by Post Name or Class / Class No.

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2.9.7 Student Activities Sex Statistics Report (R-STA006)

Function Description

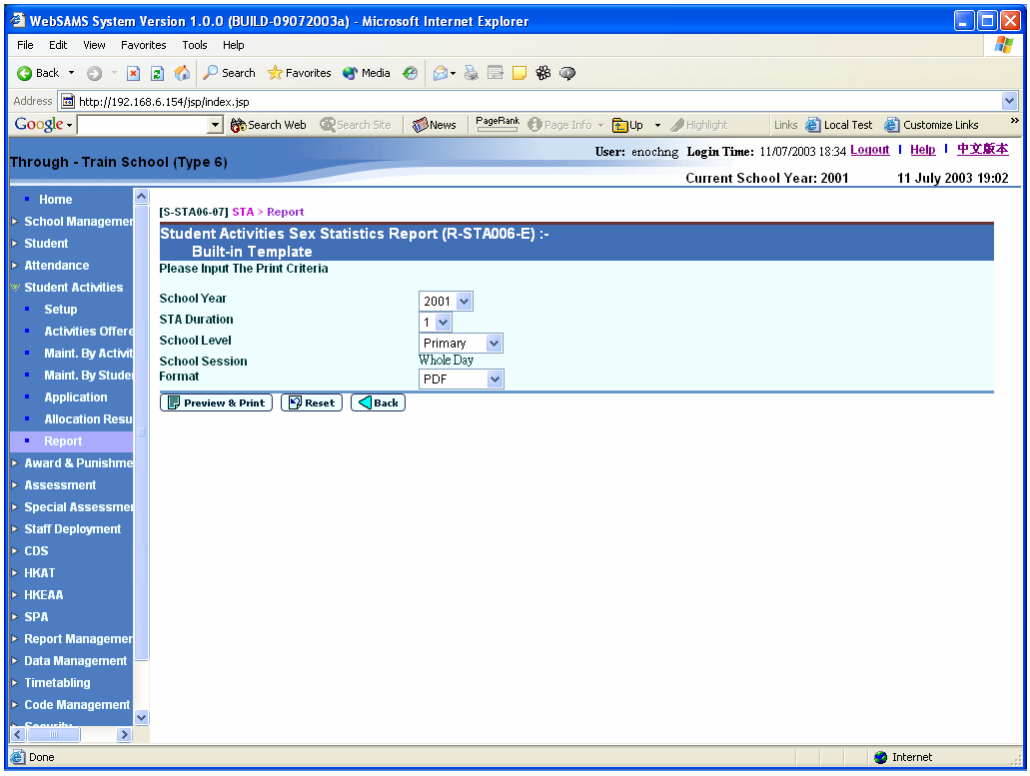
Under the “Statistics” report category, this report shows the statistics for number of students enrolled for each activity offered. It also includes students’ sex distribution and percentage for each activity offered.

Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 should be installed in the workstation in order to view the report.

User Procedures

1. Select "Student Activities Sex Statistics Report" from the report selection page. Click on the template link to go to the report parameter screen.



2. Specify the school year and duration.
3. Specify the search criteria of the students to be taken account for the statistics.
4. Select the format of the report to be one of PDF / Word / RTF / Excel.
5. Click the **[Preview & Print]** button to produce the report.

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- Post-effects

  The report will be displayed in a pop-up window which allows users to preview or print.

- Notes

  N/A

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2.9.8 Student ECA Application Status Report (R-STA007)

Function Description

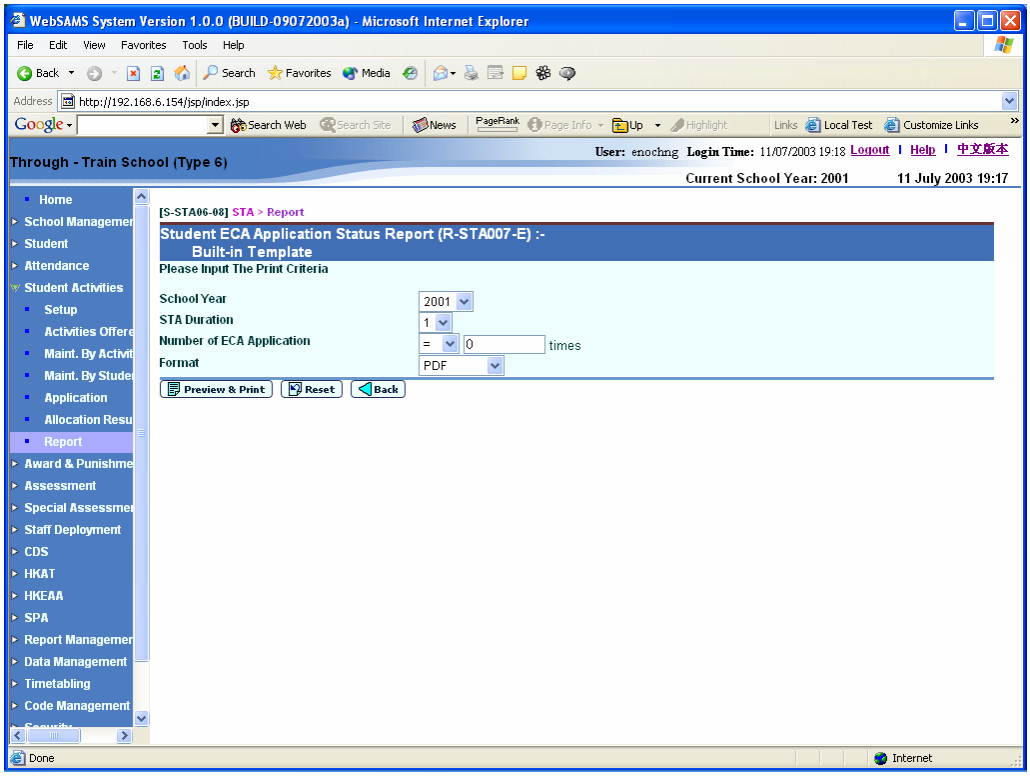
Under the “ECA Application” report category, this report lists out the students that have applied for a number of ECA.

Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 should be installed in the workstation in order to view the report.

User Procedures

1. Select "Student ECA Application Status Report" from the report selection page. Click on the template link to go to the report parameter screen.


WebSAMS System Version 1.0.0 (BUILD-09072003a) - Microsoft Internet Explorer
Through - Train School (Type 6)
User: enochng Login Time: 11/07/2003 19:18 Logout Help 中文版本
Current School Year: 2001 11 July 2003 19:17
[S-STA06-08] STA > Report
Student ECA Application Status Report (R-STA007-E) :-
Built-in Template
Please Input The Print Criteria
School Year 2001
STA Duration 1
Number of ECA Application = 0 times
Format PDF
Preview & Print
Reset
Back

2. Specify the school year and duration.
3. Specify the search criteria and number of ECA Application that the students have applied.
4. Select the format of the report to be one of PDF / Word / RTF / Excel.
5. Click the **[Preview & Print]** button to produce the report.

Post-effects

The report will be displayed in a pop-up window which allows users to preview or print.

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📖 Notes

N/A

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2.9.9 ECA Application Report (R-STA008)

Function Description

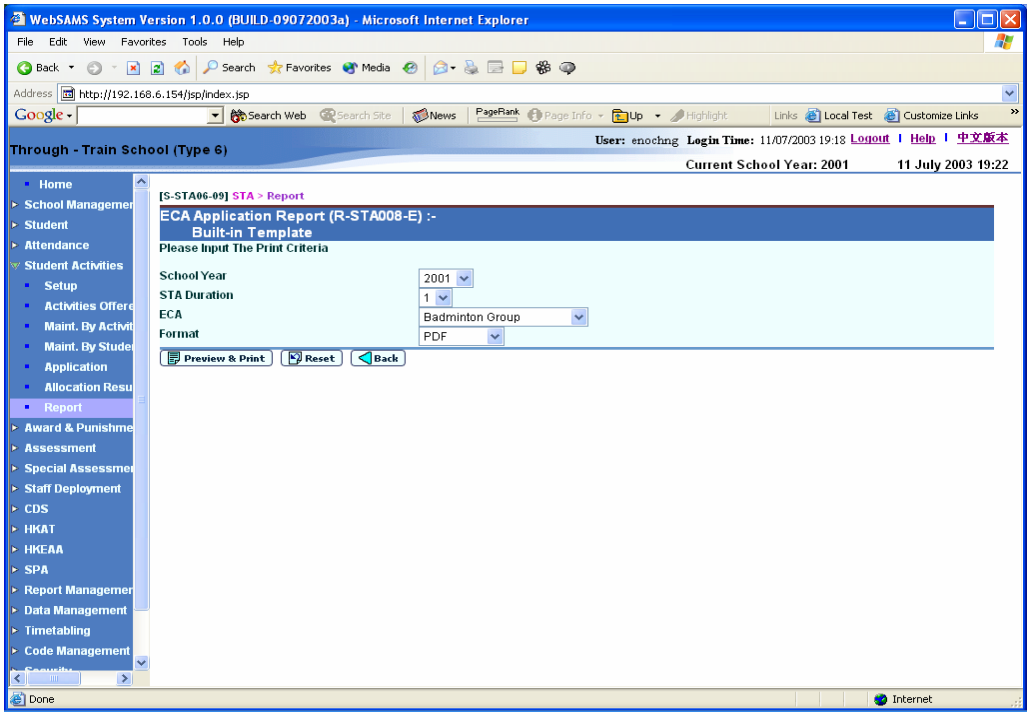
Under the “ECA Application” report category, this report lists out the students that have applied for the selected ECA.

Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 should be installed in the workstation in order to view the report.

User Procedures

1. Select "ECA Application Report" from the report selection page. Click on the template link to go to the report parameter screen.



2. Specify the school year, duration and ECA.
3. Select the format of the report to be one of PDF / Word / RTF / Excel.
4. Click the **[Preview & Print]** button to produce the report.

Post-effects

The report will be displayed in a pop-up window which allows users to preview or print.

Notes

N/A

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2.9.10 Number of ECA Clubs/Interest Groups by Categories Statistics Report (R-STA009)

Function Description

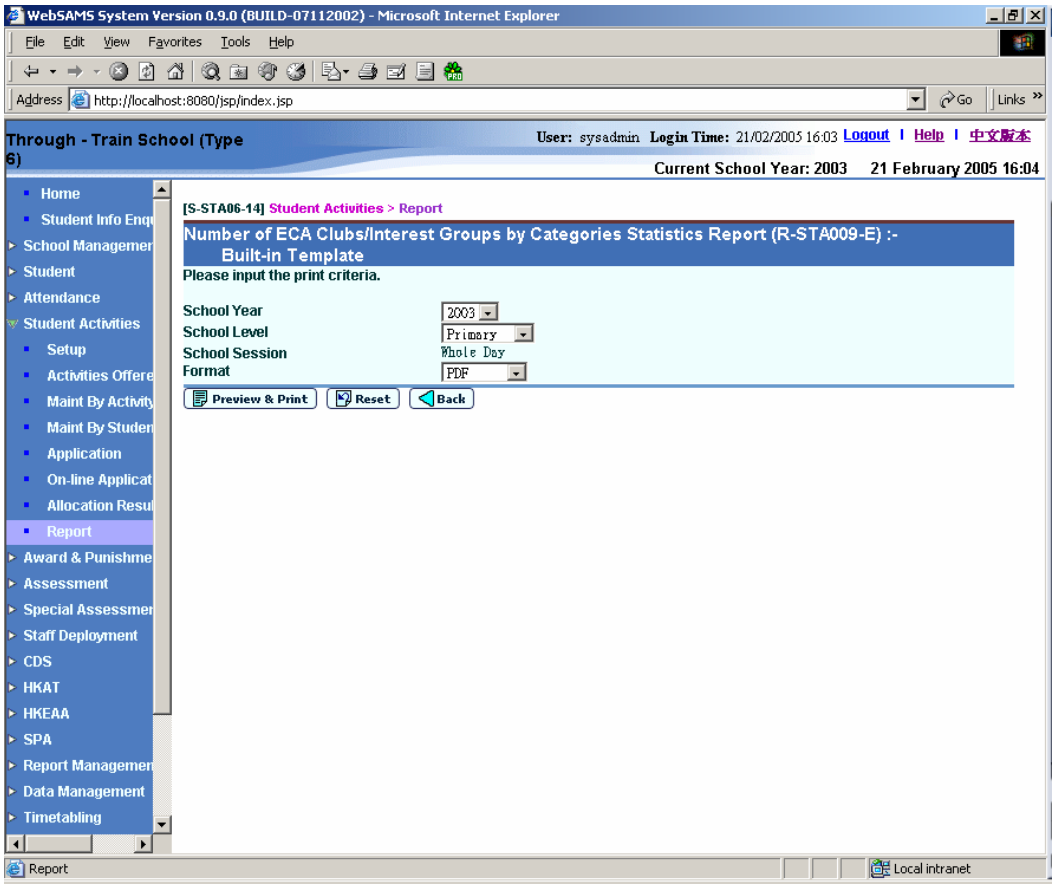
Under the “Statistics” report category, this report lists out the number of ECA activities grouped by activity category.

Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 should be installed in the workstation in order to view the report.

User Procedures

1. Select "Number of ECA Clubs/Interest Groups by Categories Statistics Report " from the report selection page. Click on the template link to go to the report parameter screen.



2. Specify the school year.
3. Select the format of the report to be one of PDF / Word / RTF / Excel.
4. Click the **[Preview & Print]** button to produce the report.

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🕮 Post-effects

The report will be displayed in a pop-up window which allows users to preview or print.

🕮 Notes

N/A

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2.9.11 Total Number of Students Participated in Inter-school School Events Statistics Report (R-STA010)

Function Description

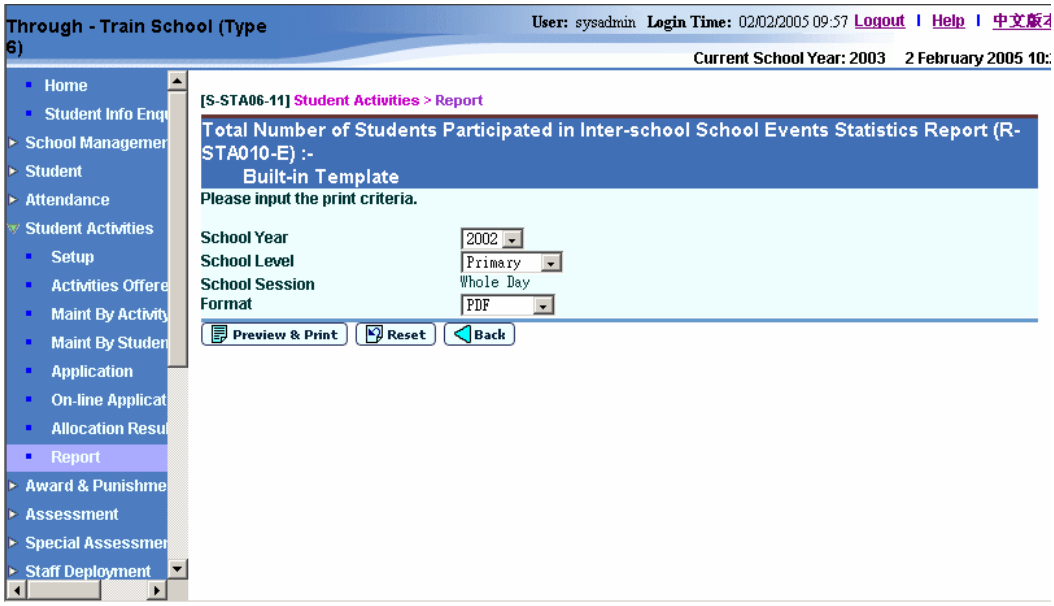
Under the “Statistics” report category, this report shows the statistics for number of students enrolled for inter-school activity offered. It also includes students’ sex distribution and percentage for each activity offered.

Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 should be installed in the workstation in order to view the report.

User Procedures

1. Select “Total Number of Students Participated in Inter-school School Events Statistics Report " from the report selection page. Click on the template link to go to the report parameter screen.



2. Specify the school year.
3. Select the format of the report to be one of PDF / Word / RTF / Excel.
4. Click the **[Preview & Print]** button to produce the report.

Post-effects

The report will be displayed in a pop-up window which allows users to preview or print.

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🕮 Notes

Students who participate more than one inter-school events will count one time only.

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2.9.12 Student Activities Report by Category (R-STA011)

Function Description

Under the “Student Activity Information” report category, this report lists out the activity offered information grouped by Activity Category.

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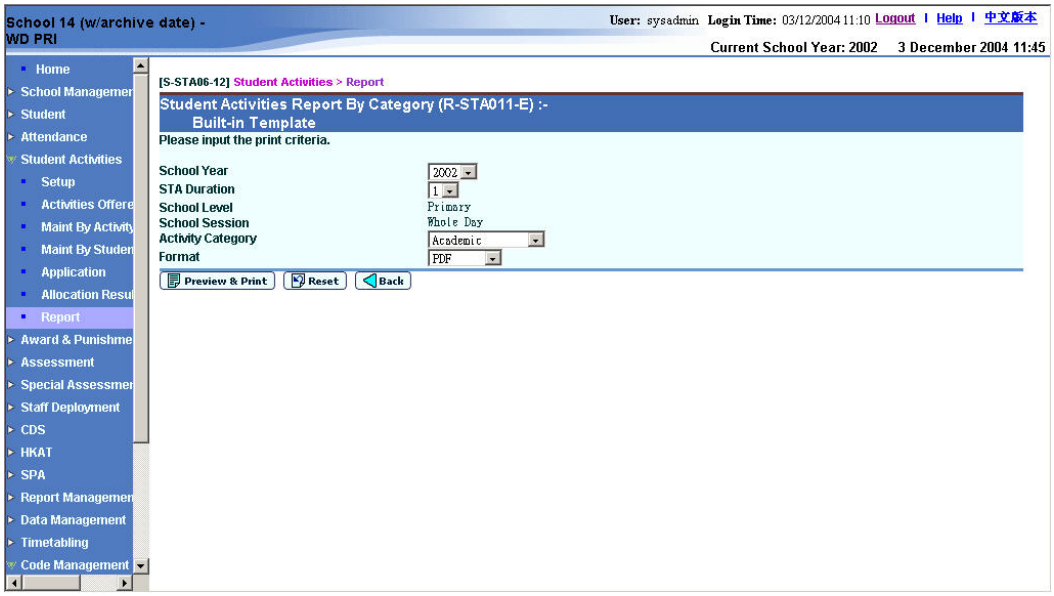
Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 should be installed in the workstation in order to view the report.

User Procedures

1. Select “Student Activities Report by Category" from the report selection page. Click on the template link to go to the report parameter screen.



2. Specify the school year, duration and the activity category.
3. Select the format of the report to be one of PDF / Word / RTF / Excel.
4. Click the **[Preview & Print]** button to produce the report.

Post-effects

The report will be displayed in a pop-up window which allows users to preview or print.

Notes

N/A

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2.9.13 Number of Student Participated in Uniform/social/Voluntary Service Group Statistics (R-STA012).

Function Description

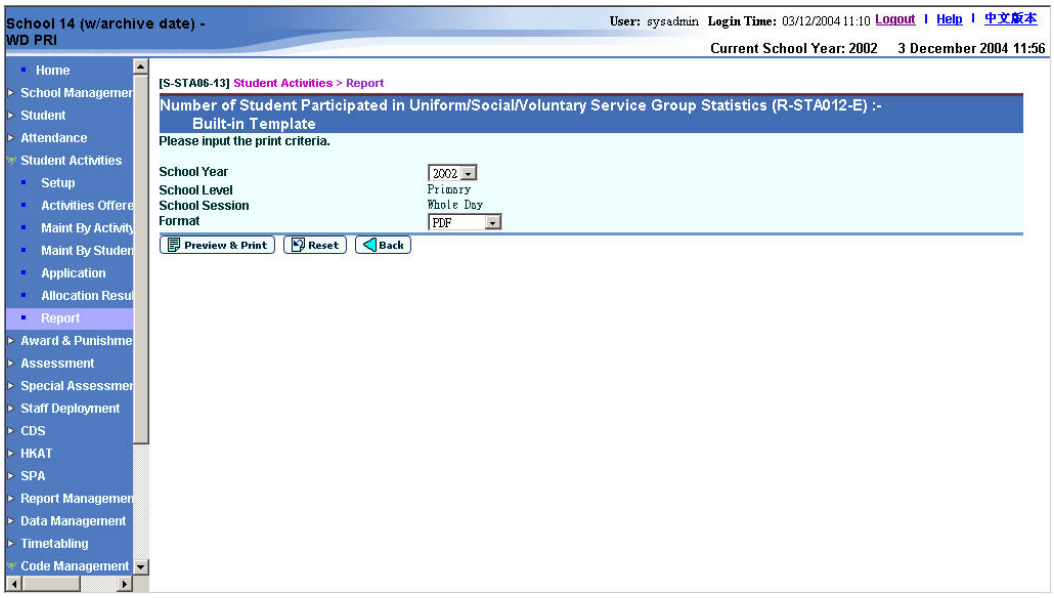
Under the “Student Activity Information” report category, this report shows the statistics for number of students enrolled for ECA classified as Uniform/social/Voluntary Service. It also includes students’ sex distribution and percentage for each activity offered.

Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 should be installed in the workstation in order to view the report.

User Procedures

1. Select “Number of Student Participated in Uniform/social/Voluntary Service Group Statistics " from the report selection page. Click on the template link to go to the report parameter screen.



2. Specify the school year.
3. Select the format of the report to be one of PDF / Word / RTF / Excel.
4. Click the **[Preview & Print]** button to produce the report.

Post-effects

The report will be displayed in a pop-up window which allows users to preview or print.

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📖 Notes

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2.9.14 Programme Description Report (R-STA013).

Function Description

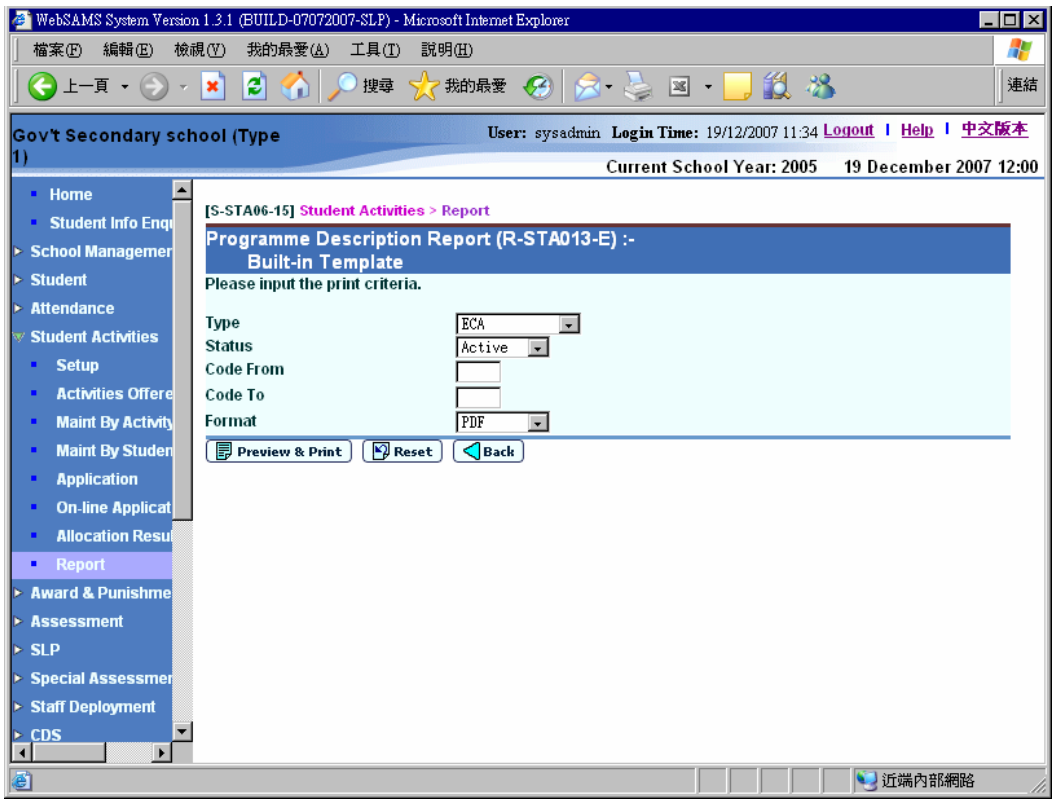
Under the “Student Learning Profile Information” report category, this report lists out the programme descriptions of activities.

Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 should be installed in the workstation in order to view the report.

User Procedures

1. Select "Programme Description Report" from the report selection page. Click on the template link to go to the report parameter screen.



2. Specify the search criteria of the activities to be listed.
3. Select the format of the report to be one of PDF / Word / RTF / Excel.
4. Click the **[Preview & Print]** button to produce the report.

Post-effects

The report will be displayed in a pop-up window which allows users to preview or print.

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📖 Notes

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2.9.15 SLP Report by Activity (R-STA014).

Function Description

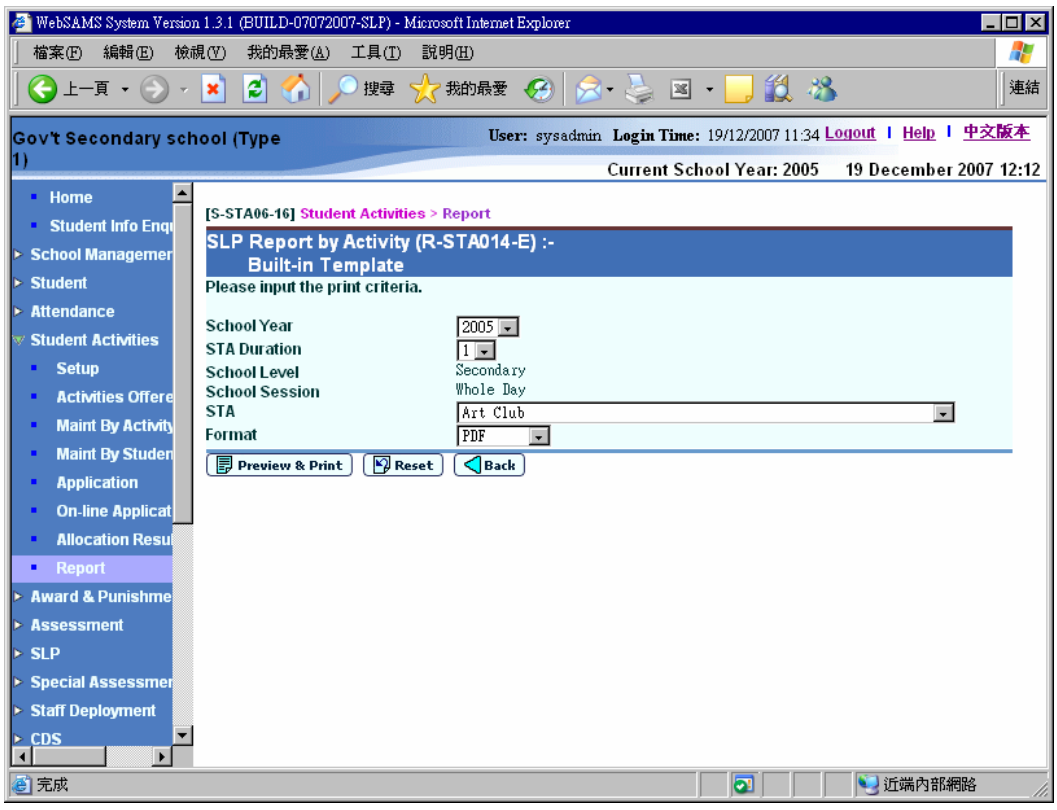
Under the “Student Learning Profile Information” report category, this report lists out the student activities’ SLP information for the selected activity offered.

Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 should be installed in the workstation in order to view the report.

User Procedures

1. Select "SLP Report by Activity" from the report selection page. Click on the template link to go to the report parameter screen.



2. Specify the school year, duration and STA.
3. Select the format of the report to be one of PDF / Word / RTF / Excel.
4. Click the **[Preview & Print]** button to produce the report.

Post-effects

The report will be displayed in a pop-up window which allows users to preview or print.

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📖 Notes

N/A

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2.9.16 SLP Report by Student (R-STA015).

Function Description

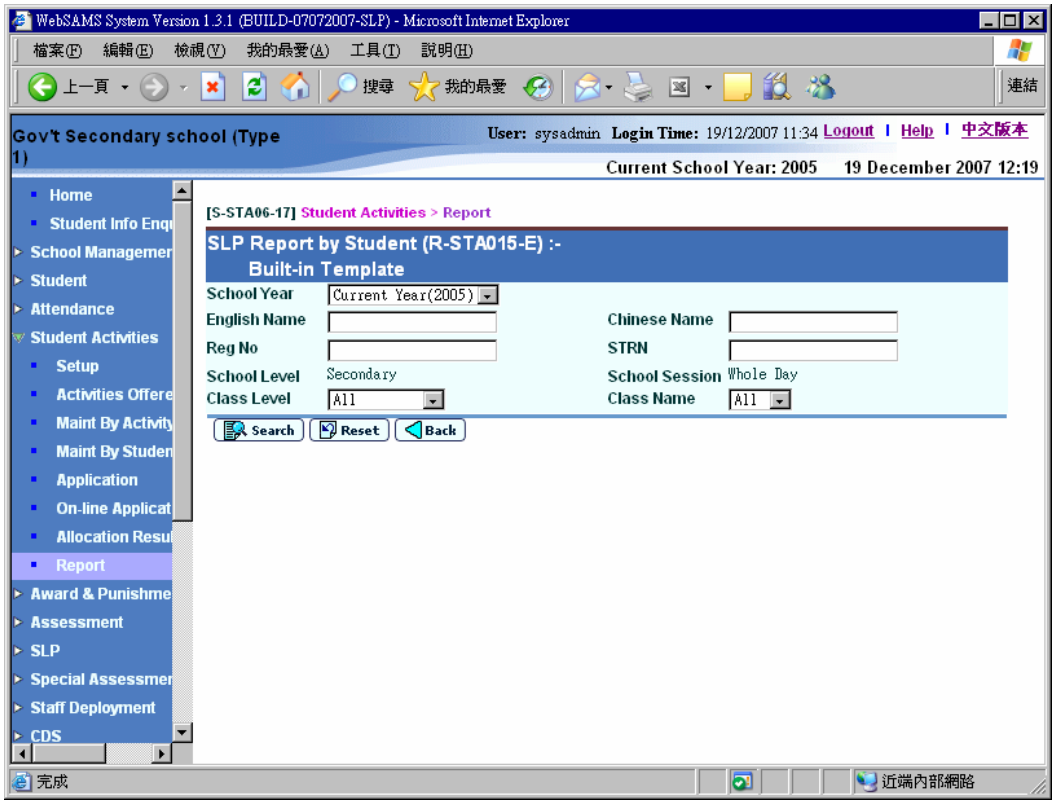
Under the “Student Learning Profile Information” report category, this report lists out the student activities’ SLP information of a class of students paged by each student.

Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 should be installed in the workstation in order to view the report.

User Procedures

1. Select "SLP Report by Student" from the report selection page. Click on the template link to go to the report parameter screen.



2. Specify the search criteria of the students to be listed.
3. Select the format of the report to be one of PDF / Word / RTF / Excel.
4. Click the **[Preview & Print]** button to produce the report.

Post-effects

The report will be displayed in a pop-up window which allows users to preview or print.

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📖 Notes

N/A

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